

DETAILED LESSON OUTLINE

COURSE:	ROSS Administration
UNIT:	6 – Location Management
SUGGESTED TIME:	1 Hour 15 Minute (0:45 Lecture, 0:30 Practice)
TRAINING AIDS:	Computer projector, screen, PowerPoint presentation, computers (one for instructor and one per trainee) with Internet connection.
OBJECTIVE(S):	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Describe the types of locations:<ul style="list-style-type: none">• Location• Aviation Hazard2. Describe how locations affect ROSS, and where they are used in the program.3. Search for, create, edit, remove, and delete locations and aviation hazards.

OUTLINE (CONTINUATION)	AIDS & CUES
<p>PRESENT UNIT OBJECTIVES.</p> <p>Summary.</p> <p>Locations are used to position resources, incidents, initial reports, and closest forces.</p> <p>Users may enter location information is entered on the Location and the Aviation Hazard screen.</p> <p>I. LOCATION SCREEN</p> <p>Some locations are imported such as GIS information. Other local locations like campgrounds, staging areas and Heliports are entered on the Location screen. Only the dispatch center that enters a location can see it on the Location screen. However, all ROSS users can see locations attached to an incident.</p> <p>A. Search for a Location.</p> <p>To prevent duplicates, search for a location prior to entering a new location.</p> <ol style="list-style-type: none"> 1. There are no required fields on this screen, but the search could be narrowed down by entering any of the available data. 2. Searching on the Location screen only searches for locations entered by the center where you are logged in. <p>SEARCHING ON THE NEW REQUEST SCREEN (WHEN ADDING A NEW DELIVERY POINT) WILL FIND ALL LOCATIONS NO MATTER WHO CREATED THEM. WHEN A NEW LOCATION IS ADDED TO AN INCIDENT IT IS ONLY GOOD FOR THAT SPECIFIC INCIDENT. IT DOES NOT CARRY OVER TO ANY NEW INCIDENTS AND IS NOT ADDED TO THE LOCATIONS SCREEN.</p> <p>B. Create a New Location.</p> <ol style="list-style-type: none"> 1. Location Name. 	<p>06-01-ROSS-EP 06-02-ROSS-EP</p> <p>Open the Location screen and follow along with the instructor.</p>

OUTLINE (CONTINUATION)**AIDS & CUES**

Examples of location names:

- Crescent Lake Campground
- Guard Station – Trailer Peak
- ODOT Facility – Oregon City

2. Location Type.

Examples of location types:

- Fairgrounds
- Guard Station
- Work Center

a. Make new location type requests to the National Data Steward at NICC.

b. City and State.

Leave blank if not within a city.

c. Description.

Describes attributes to the location.

Example of a Helispot description:

Grassy meadow along Forest Road 20. Accommodate several lights or mediums.

d. Coordinates.

(1) The data entry standard for latitude and longitude is degrees, minutes, and seconds.

(2) ROSS automatically converts one coordinate type to another coordinate type when clicking on the different radio buttons.

C. Remove and Delete a Location.

- Removing a location prevents users from viewing and using it, but does not physically delete it from ROSS.

OUTLINE (CONTINUATION)	AIDS & CUES
<ul style="list-style-type: none"> • Locations that have not been associated with any open or closed incident may be deleted after being removed. • Locations with incident associations may only be deleted after the incident(s) are closed and removed from ROSS. In the meantime the locations that have been removed cannot be used. <p>1. Managing Removed Location.</p> <p>WALK STUDENTS THROUGH REMOVING A LOCATION HITTING ON THE BELOW KEY COMPONENTS.</p> <p>a. Options for removed locations depend on what is in the Referenced column.</p> <p>(1) No.</p> <p>(a) Do nothing and leave the location on the Manage Removed Locations screen. If it is needed again it won't have to be re-created.</p> <p>(b) Delete Location from the data base.</p> <p>(c) Restore Location back to the Location screen.</p> <p>(2) Yes.</p> <p>(a) Do nothing and leave the location on the Manage Removed Locations screen.</p> <p>(b) Restore Location back to the Location screen.</p> <p>2. View Location Usage.</p> <p>The View Location Usage button lists references for the selected location. Total number of location references display on the first tab, followed by three specific tabs and a documentation tab.</p>	

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<ul style="list-style-type: none"> a. Incidents tab. b. Travel tab. c. Resources tab. d. Documentation tab. e. Print button. 	
<p>STUDENT EXERCISE #1 LOCATIONS</p>	<p>06-01-ROSSA-HO</p>
<p>III. AVIATION HAZARD SCREEN</p> <p>Summary.</p> <p>Aviation Hazards are either Fixed Hazards, such as towers and power lines, or Non-Fixed Hazards, such as smoke and migratory birds.</p> <p>Hazards entered on the Aviation Hazard screen will show on the Incident screen based on location and search criteria. Aviation Hazards are displayed based on their coordinates. Regardless of who enters them, ROSS will automatically search for and show aviation hazards entered into ROSS within a given radius of the incident coordinates.</p> <p>ROSS may not include every hazard and should not be the only source of hazard information.</p> <p>A. Search for an Aviation Hazard.</p>	<p>Open the Aviation Hazard screen and follow along with the instructor.</p>
<p>WALK STUDENTS THROUGH SEARCHING FOR AN AVIATION HAZARD EMPHASIZING THE FOLLOWING KEY COMPONENTS.</p> <ul style="list-style-type: none"> 1. To prevent duplicates, search for existing aviation hazards before entering new ones. 2. Three areas of search criteria. <ul style="list-style-type: none"> a. Hazard Type. b. Hazard Description. c. Search Nearest Locations. 	

OUTLINE (CONTINUATION)	AIDS & CUES
<p>3. ROSS only searches for aviation hazards entered by your organization.</p>	
<p>B. Create a New Aviation Hazard.</p>	
<p>WALK STUDENTS THROUGH CREATING FIXED AND NON-FIXED HAZARDS. COVER THE BELOW KEY POINTS.</p>	
<p>Hazards can be entered on either the Incident screen or the Aviation Hazard screen.</p>	
<p>1. Hazard Type.</p>	
<p>a. Fixed Hazards.</p>	
<p>Only the Data Steward at the National Interagency Coordination Center can add additional Fixed Hazard Types.</p>	
<p>b. Non-Fixed Hazards.</p>	
<p>Non-Fixed Hazard Types, not in the permanent drop-down list, can be created, edited or deleted by using the Maintain List button available on the Aviation Hazard screen.</p>	
<p>2. Coordinates.</p>	
<p>a. The standard for latitude and longitude is degrees, minutes, and seconds.</p>	
<p>b. ROSS automatically converts one coordinate type to another coordinate type by clicking on the different radio buttons.</p>	
<p>SUGGESTION FOR ENTERING POWER LINES: ENTER MULTIPLE POINTS WITH DIFFERENT POWER POLE NAMES. POWER POLE A, B, C, OR ENTER “POWER POLE EVERY 5 MILES” AND ENTER THE STARTING AND ENDING COORDINATES.</p>	
<p>C. Remove and Delete an Aviation Hazard.</p>	

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<p>WALK STUDENTS THROUGH REMOVING AND DELETING HAZARDS. EMPHASIZE THE BELOW KEY POINTS.</p> <ol style="list-style-type: none"> 1. Removing and deleting an aviation hazard can only be done by the office that entered it. 2. Remove Hazard, Manage Removed Hazards, and View Hazard Usage work the same on the Aviation Hazard screen as on the Location screen. On the View Hazard Usage screen there are only two tabs: Incidents and Documentation. 	
<p>STUDENT EXERCISE #2 LOCATIONS</p>	<p>06-02-ROSSA-HO</p>
<p>REVIEW UNIT OBJECTIVES.</p>	<p>06-03-ROSS-EP</p>
<p>QUESTIONS?</p>	<p>06-04-ROSS-EP</p>