



ROSS Module Summary

Initial Report

Resource Ordering and Status System (ROSS) - PRACTICE *** PRACTICE *** PRACTICE *** PRACTICE

File Administration Resource Incident Request Travel Status Window Help

[NC-NCC-13] Saluda

Initial Report User: SROUSSOPOULOS @ NC-NCC

Status	Initial Report #	Reported By	Location	Type	Initial Date Time	Zone	Related To
Promoted	NC-NCC-14	Transylvania County Sheriff's Dept	Saluda Bridge	Wildland Fire	10/15/2002 09:06	EST	NC-NCC-13
Open	NC-NCC-15	Gordon Harmon	Simon's Landing	Wildland Fire	10/15/2002 09:10	EST	
Open	NC-NCC-16	Sam Gates	Big Laurel	Wildland Fire	10/15/2002 09:11	EST	
Open	NC-NCC-17	Lloyd Walker	Slick Rock	Wildland Fire	10/15/2002 09:13	EST	
Closed	NC-NCC-13	Motorist on cell phone		Wildland Fire	10/15/2002 09:04	EST	NC-NCC-14
Closed	NC-NCC-12	Alice Hayden	MM 114	Wildland Fire	10/15/2002 09:03	EST	NC-NCC-14
Closed	NC-NCC-11	Ken Davis	Chunky Gal	Wildland Fire	10/15/2002 08:50	EST	
Closed	NC-NCC-10	Kelly Robinson	Cagle's Farmstead	Wildland Fire	10/14/2002 18:08	EST	
Promoted	NC-NCC-9	Shelly Marston	Hastings Crossing	Wildland Fire	10/14/2002 18:06	EST	NC-NCC-11

Initial Report NC-NCC-14 10/15/2002 09:06 EST

Reported By: Transylvania County Sheriff's Dept Location Name: Saluda Bridge

Type: Wildland Fire

Office Reference:

Description / Notes: Relaying report of fire near Saluda bridge on US 19/23

Coordinates: Coordinate Type: Lat/Long TRS UTM

Latitude: 35 43 31 N Longitude: 082 52 41 W

Documentation

Documentation	Time Entered <	Zone	Entered By
NC-NCC-14 was promoted to an Incident.	10/15/2002 09:09	EST	SUE M ROUSSOPOUL
Initial report NC-NCC-14 was added by SUE ROUSSOPOULOS@NC-NCC.	10/15/2002 09:06	EST	SUE M ROUSSOPOUL

NC-NCC-14 was promoted to an Incident.
New Incident code is NC-NCC-13

Description

The Initial Report module is used to create and manage basic information about events that may prove to be incidents (e.g., smoke reports). Initial reports created via the New Initial Report or Incident module are viewed and managed here. A report that is later confirmed as an Incident may be promoted. One or more Initial Reports may be associated with a given Incident. Multiple Initial Reports of the same event may be merged with one another. Reports may be closed and reopened as needed. Documentation may be added to open or closed reports.

Use of the Initial Report module is optional. Dispatch offices that do not have an automated method to permanently log initial reports, document workload and compile statistical information will find the Initial Report module useful.



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Initial Report

The Initial report module is related to the New Initial Report or Incident, Incident, Incident List, Location and Reports modules.

Data Information:

Data Element	Data Definition
Initial Report <i>grid</i>	Displays existing Initial Reports (created here or via the New Initial Report or Incident module). Data for the selected report is displayed in the entry fields below and may be edited. Status may be Open, Closed or Promoted. Sequential Initial Report numbers are system-generated on a calendar year basis. If an Initial Report has been associated with an Incident or merged with another report, the 'Related To' field displays the number of the linked Incident or Initial Report.
New <i>button</i>	Used to create a new Initial Report. This task may also be accomplished via the New Initial Report or Incident module.
Reported By	The person or entity that reports the event to a dispatch office.
Description	Information about the event being reported (e.g., landmarks, smoke).
Type	The nature of the Initial Report (e.g., Wildland Fire, Prescribed Fire, Special Event, Medical, Natural Disaster). <i>Required field.</i>
Office Reference	Used to assign an optional local reference number.
Location Name	The name of the vicinity reported to the dispatch office. <i>De facto</i> name for the Initial Report.
Coordinate Type	Latitude/Longitude, PLSS, or UTM coordinates.
Location	The location information for the event. Regardless of the coordinate format entered, the data is automatically converted to, and may be displayed in, the other formats. Locations entered via the ROSS Administration module may be selected.
Undo <i>button</i>	Clears the screen of all information entered <i>prior to saving an Initial Report.</i>
Save <i>button</i>	Records the information entered.
Documentation	Pertinent information about an Initial Report recorded by the dispatcher. ROSS automatically documents many user actions (e.g., create, edit, close, open, and promote).



ROSS Module Summary

Initial Report

Data Element	Data Definition
<i>Close button</i>	Closes an open Initial Report.
<i>Open button</i>	Opens a closed Initial Report.
<i>Promote button</i>	Escalates the selected Initial Report to an Incident. Incident Host and Name must be specified. The report 'Status' is set to promoted and the resulting Incident number is displayed in the 'Related To' field.
<i>Associate button</i>	Used to associate the selected Initial Report with an existing Incident.
<i>Merge button</i>	Used to link multiple reports of a single event. The highlighted report remains open and those merged with it are closed.