

## **ROSS READY**

### **Four simple ways to be ROSS ready**

#### **Training:**

- Familiar with the changes and enhancements for the latest version.
- Refreshers complete for regular and *militia* dispatchers.
- Sufficient administrative users have training to support an expanded dispatch.

#### **Data Management:**

- Duplicate resources have been removed, transferred or merged.
- Contracts and contract resources.
  - Ensure vendor owned resources are attached to a vendor.
  - Determine what resources will be statused and entered as a resource item and which will be filled with agreement.
  - For resources that have different contracts with more than one organization, determine which dispatch will enter and status the resource.
  - For contracts that are accessible across dispatch boundaries, ensure the appropriate dispatch organization(s) has direct access to the contract or the resource.
- Pre-Orders are set up.
- Rosters are configured and resources assigned.

#### **Web Status:**

- Overhead and Vendors have accounts and know their log-ins.
- Supervisors have been established where appropriate.

#### **SOP and Disaster Recover Plan:**

- The ROSS SOP is complete and everyone is familiar with it and knows it's location.
- The office disaster recovery plan is in place, easily activated and includes:
  - Location of computers with modems.
  - IRM after hour contacts.
  - Alternate locations for access when you cannot access via your office.
  - Identifies the dispatch office that has pre-established user accounts in your dispatch that enables them to dispatch for your office if necessary.