

Incidents and Incident Lists

Creating an Incident

To create a new Incident

- 1 On the **Incident** menu, click **New Initial Report or Incident**, or click the **NI** button.
- 2 On the **New Initial Report or Incident** screen, complete the following information, as appropriate
 - Reported By
 - Description
 - Type*
 - Incident Name
 - Incident Host*
 - Office Reference
 - Location Name
 - Coordinates*
 - Enter Documentation

* required fields.
- 3 When finished, click the **Incident** button.

Incident

Figure A shows the New Initial Report or Incident screen.

After creating the Incident, you can proceed to the New Request screen to create resource requests (resource orders) for the Incident.

Dispatcher Screens and Usage

- NI** **New Initial Report or Incident.** Create an Initial Report or Incident to document information about events.
- IN** **Incident.** Manage data relating to an Incident, including location, associated radio frequencies, hazards, resource order line items, detail requests, related incidents, and VORs.
- IL** **Incident List.** Manage your Incident drop-down list. Add and/or remove Incidents from your Incident List.
- NR** **New Request.** Create new requests (resource orders) and support requests for an Incident, which includes catalog, quantity, delivery location, financial codes, special needs, documentation, and supplemental forms.
- PR** **Pending Request.** Take action on requests that are pending with your organization.
- Request Status.** Check the status of all requests your dispatch unit has touched.

Managing your Incident List

To add an Incident to My Incident List

- 1 On the **Incident** menu, click **Incident List** or click the **IL** button.
- 2 On the **Incident List** screen under **Filter Criteria for Incidents**, complete one or more boxes and then click the **Filter** button.
- 3 Click to select one or more **Incident Name(s)** of your choice, and then click the **Add to My Incident List** button.

Add to My Incident List+

Figure B shows the Incident List screen.

To add an Incident to My Most Recent drop-down list

- On the **Incident List** screen under **My Incident List**, click to select the **Incident Name(s)** of your choice, and then click the **Add to Most Recent** button.

Add to Most Recent+

Terms

Internal Incident. An Incident that one of your hosting organizations would be sponsoring.

External Incident. An Incident sponsored by an agency that doesn't use ROSS, such as DEQ.

Reported By. The person who reported the Incident.

Description. A brief description of the reported Incident.

Type of Incident. A drop-down menu containing Incident type options.

Name of Incident. The Incident name.

Incident Host. The organization serving as the host of the Incident.

Office Reference. Any tracking code issued by the hosting agency or dispatch unit.

Location Name. The name of a known site.

Coordinate Type. The type of coordinates entered for the Incident, including latitude/longitude, township/range/section, or Universal Transverse Mecator (UTM).