Incidents - managing incidents and initial reports

This chapter explains how to create and modify incidents and initial reports, create and modify detail requests, and create incident lists. The type of activities you can perform include:

- Understanding Initial Reports and Incidents
- Creating and modifying Initial Reports
- Creating and modifying Incidents
- Creating and modifying Detail Requests
- Creating Incident Lists.

Understanding Initial Reports and Incidents

ROSS allows you to enter and manage information about both emergency and non-emergency events. An event may either be initially entered as an Incident or as an Initial Report that is later “promoted” to an Incident. Remember these key points when working with Initial Reports and Incidents:

- Create an Initial Report to document information about an event that has not been confirmed as an Incident
- Create an Incident for an event for which resources will be dispatched.
- A dispatch unit that uses ROSS can create an “External Incident” for a dispatch unit that does not use ROSS.
- You can not create an “External Initial Report.”
- Initial Attack operations are performed outside of ROSS.
- Initial Reports and Incidents are numbered in the following format: [Host ID]-[999999].

If you are unsure of whether to create an Initial Report or an Incident to document the event, create an Initial Report. Later, you can promote the Initial Report to an Incident.

Creating and modifying Initial Reports

An Initial Report allows you to document information about an event that has not been confirmed as an incident. Initial Reports are numbered in the following format: [Dispatch ID] - 999999

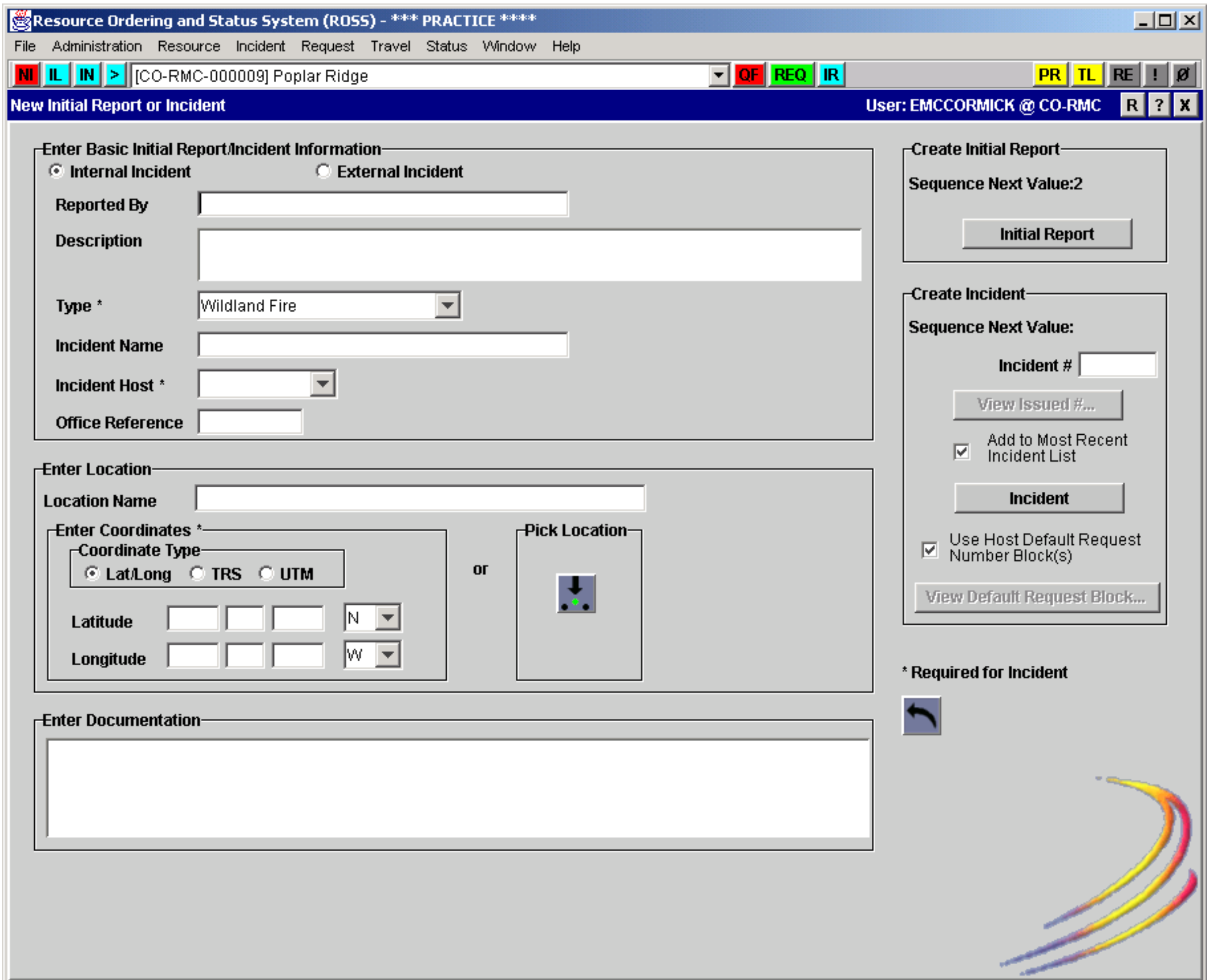
For example, an Initial Report may be numbered “MT-PSD-000012.”

You cannot dispatch resources to an Initial Report. You must first promote it to an Incident. For more information, see “To promote an Initial Report to an Incident,” later in this chapter.

To access the New Initial Report or Incident screen

- On the **Incident** menu, click **New Initial Report or Incident**, or click the **NI** button.

New Initial Report or Incident screen



To create an Initial Report

Once you create an Initial Report, you can close it but you cannot delete it.

1. On the **New Initial Report or Incident** screen, type the name of the person who reported the event in the **Reported By** box.
2. In the **Description** box, type a brief description of the event.

You can enter complete details of the event in the ***Enter Documentation*** *box, which is located at the bottom of the screen.*

3 Click the **Type** drop-down arrow and highlight to select the event type

- Emergency Report
- Hazardous Materials
- Law Enforcement
- Medical
- Natural Disaster
- Other
- Prescribed Fire
- Preparedness/Positioning
- Special Event
- Structure Fire
- Search and Rescue
- Training
- Wildland Fire.

4 Click the **Incident Host** drop-down arrow and select the appropriate **Organization** serving as the **Incident Host**.

This is an required entry when creating an internal Incident.

5 In the **Office Reference** box, type the local office number assigned to the event, if desired.

6 Under **Enter Location**, type the new or existing location of the event.

This is an optional entry when creating an Initial Report. For more information, refer to the section, "Entering Coordinates," in "Airports - working with airport information."

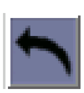
7 Click in the **Enter Documentation** box, and then type detailed information about the event, as appropriate.

8 When finished, click the **Initial Report** button.

The ***Sequence Next Value*** *is a number automatically assigned to the Initial Report. You cannot change this number.*

To clear screen entries

Once an Initial Report has been saved, you cannot undo the changes. To edit an Initial Report, see the task, "To edit an Initial Report," later in this section.



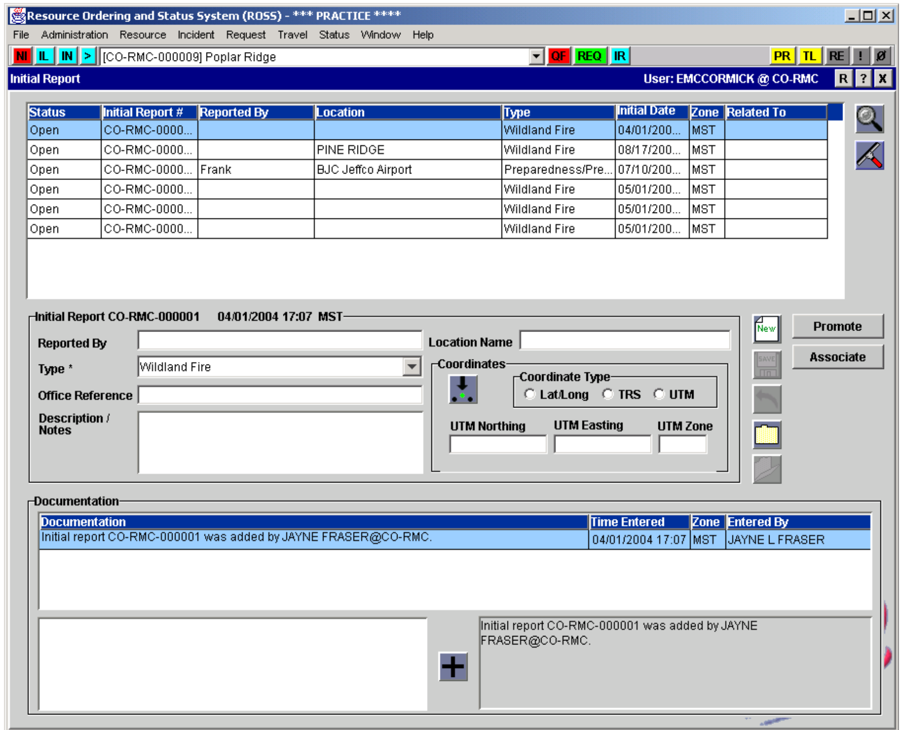
- Click the **Undo New Initial Report or Incident** button.

To review an existing Initial Report

1 On the **Incident** menu, click **Initial Report**.

2 Highlight to select the **Initial Report** of your choice.

The following diagram shows the Initial Report screen.



Only Initial Reports created by your organization display on your screen.

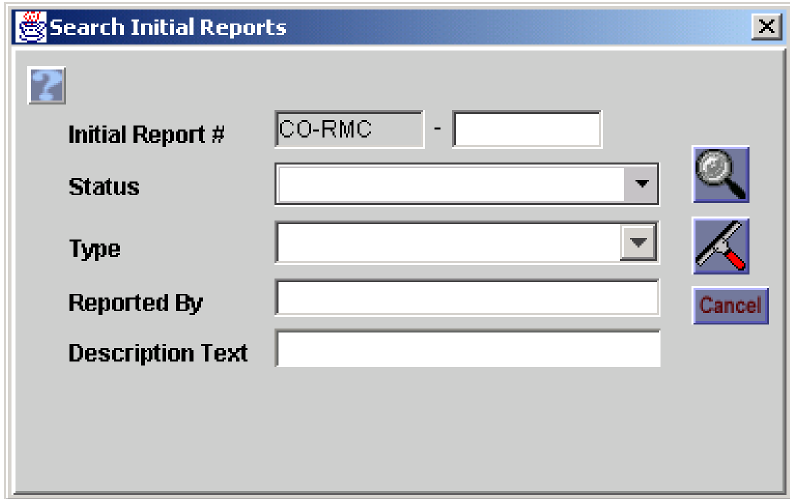
To search for an Initial Report

You do not need to enter any search criteria to perform a search. Simply click ***Search*** *on the* ***Search Initial Reports*** *dialog box to search for all Initial Reports.*

1 On the **Initial Report** screen, click the **Search** button.

2 On the **Search Initial Reports** dialog box, type or select the appropriate information for as many text boxes as possible to narrow your search, and then click the **Search** button.

The following diagram shows the Search Initial Reports dialog box.



To create a new Initial Report from the Initial Report screen

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You can create a new Initial Report from the Initial Report screen or from the New Initial Report or Incident screen as explained in the task, "To create an Initial Report," at the beginning of this chapter.

1 On the **Initial Report** screen, click **New**.

2 Complete the following information as appropriate

- Reported By
- Type
- Office Reference
- Description/Notes
- Location Name - optional
- Coordinates - optional.

3 When finished, click **Save**.

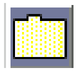
To edit an Initial Report

1 On the **Initial Report** screen, highlight to select the **Initial Report** of your choice.

2 Change the following information as appropriate

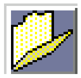
- Reported By
- Type
- Office Reference
- Description/Notes
- Location Name - optional
- Coordinates - optional.

3 When finished, click **Save**.



To change the status of an Initial Report to "closed"

- On the **Initial Report** screen, highlight to select the **Initial Report** you want to close, and then click **Close**.



To change the status of an Initial Report to "open"

- On the **Initial Report** screen, highlight to select the **Initial Report** you want to open, and then click **Open**.

To promote an Initial Report to an Incident

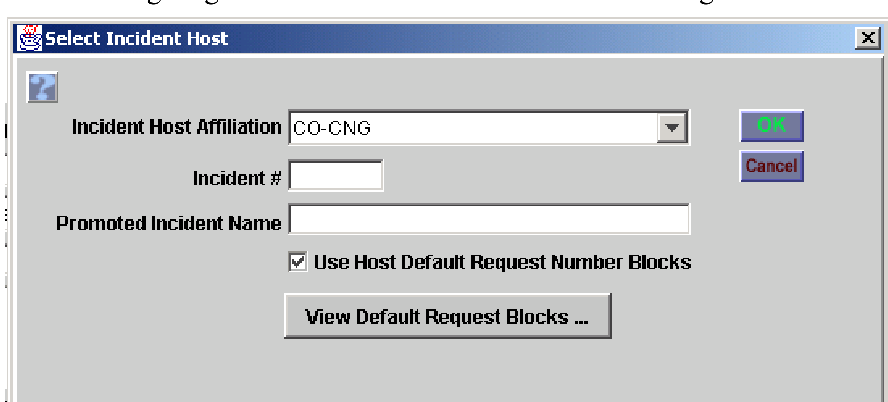
You can only promote "open" Initial Reports that have location coordinates. Once you promote the Initial Report, the newly created Incident is assigned the next sequential event number for your unit.

1. On the **Initial Report** screen, highlight to select the **Initial Report** of your choice.
2. If not already entered, edit the **Initial Report** and complete the **Coordinates**, and then click **Save**.
3. Click the **Promote** button.
4. On the **Select Incident Host** dialog box in the **Incident #** box, type the **Incident Number**.
5. In the **Promoted Incident Name** box, type the new **Incident Name**.
6. If you do not want to use the default request number blocks associated with the host, click to clear the **Use Host Default Request Number Block(s)** check box.

   For more information about request block numbers, see "Working with the Request Blocks tab," in the section, "Completing Incident screen tabs."

7. When finished, click **OK**.

The following diagram shows the Select Incident Host dialog box.



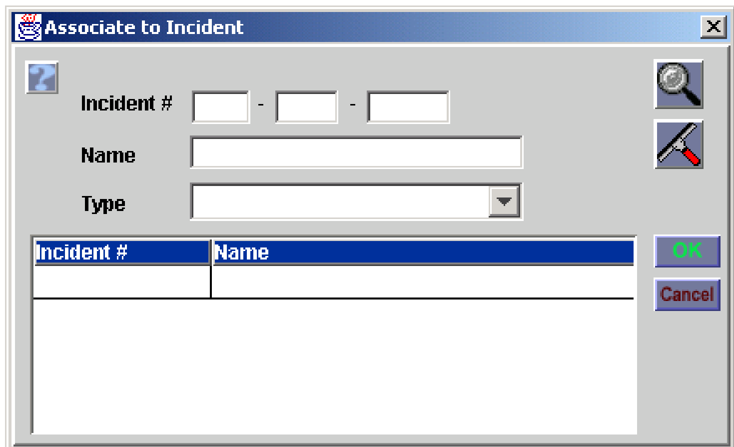
To associate an Initial Report to an Incident

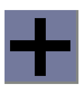
Perform this task when an Incident has been created that encompasses the event conditions for which the Initial Report was created. Associating an Initial Report to an Incident does not automatically close the Initial Report.

1 On the **Initial Report** screen, highlight to select the **Initial Report** of your choice, and then click the **Associate** button.

2 On the **Associate to Incident** dialog box, search for and highlight the **Incident** of your choice, and then click **OK**.

The following diagram shows the Associate to Incident dialog box. Clicking Search displays the current list of Incidents.





To add a documentation entry

Documentation is a permanent part of the Initial Report. Once you click the Add Documentation button, you can not edit nor delete the entry.

1 On the **Initial Report** screen, highlight to select the **Initial Report** of your choice, and then click in the lower left **Documentation** text box.

2 Type the appropriate text, and then click the **Add Documentation** button.

Creating and modifying Incidents

An Incident documents an event for which resources will be dispatched. You can only dispatch resources to Incidents, not to Initial Reports. This section explains the following topics:

- Understanding Incident context
- Understanding Incident numbering
- Understanding block numbering and rules
- Creating an Incident
- Editing Incident details
- Completing Incident screen tabs
- Creating an External Incident.

Understanding Incident context

When you view most screens in ROSS, the information that displays is in relation to a specific Incident. This is known as the Incident "context." You can change the Incident context of the screen you are currently viewing to display only local incidents created by your organization, without affecting the Incident context of any other open screens. In this way, you can specify a different Incident context for each open screen.

The following example outlines a way to use Incident context when you perform dispatching functions in ROSS:

1. You are about halfway through entering information for Local Incident A on the Incident screen.
2. In response to a phone call, you must create a resource request for Local Incident B by
   - opening the New Request screen
   - changing the Incident context on the New Request screen from Local Incident A to Local Incident B
   - creating the request.
3. You then click the **IN** button to return to the Incident screen and finish entering the information for Local Incident A. Notice that the Incident screen remains in the context of Local Incident A.

To change the Incident context of the current screen

1 On the toolbar, click the **Most Recent Incidents** drop-down arrow, and then highlight to select the **Incident** of your choice.

2 Click the **Show/Update Incident Context of the Current Screen** button.

To return to an open Incident screen without changing its context

- Click the **IN** button.

Understanding Incident numbering

Incidents are numbered in the following format: [Host ID] - 999999

For example, an Incident may be numbered "CO-RMP-000012."

The Create Incident portion of the New Initial Report or Incident screen displays three fields that pertain to Incident numbering:

- **Sequence Next Value**. Displays the next sequential Incident number, based on the selected host. The sequence for each host resets to "1" at the beginning of the calendar year. The Sequence Next Value is not applicable to external Incidents.

- **View Issued #**. Displays the View Issued Incident Numbers dialog box, which lists the Incident number, Host Dispatch, and Incident Name issued this calendar year for the selected host.
- **Incident #**. Allows you to substitute the Sequence Next Value with the Incident Number of your choice. Incident # is a required entry for external Incidents. Specifying the Incident # sets an initial/revised Sequence Value for the selected host, so that the Sequence Next Value for that host is the Incident # you specified, plus one (+ 1).

For more information about request block numbers, see "Working with the Request Blocks tab," in the section, "Completing Incident screen tabs."

Understanding block numbering and rules

Block numbering applies to Incident requests. When creating an Incident, you can apply the host's template of block numbers to the Incident, although this is optional. You can then modify the blocks to suit the particular needs of that Incident, without affecting the master template for the host. You must designate each request block as one of the following:

- **User Issued**. Selecting a User Issued block allows you to designate the number to be assigned to the request. You cannot use User Issued blocks with Pre-Order requests. Individual Pre-Order requests are automatically numbered based on the system default block for that catalog.
- **System Generated**. Selecting a System Generated block allows ROSS to automatically assign the next available sequential number from that block of numbers to the request.

You can change system generated blocks to user issued blocks. You cannot change user issued blocks to system generated blocks.

Splitting one block into two

When you split one block into two, remember the following rules:

- If splitting a User Issued block, the resulting blocks must also be User Issued.
- If splitting s System Generated block, the resulting blocks can either be User Issued or System Generated. The Start number of the second resulting block must be greater than the next sequential available number of the original block.

You cannot create a System Generated block that already contains a "used" request number.

- If splitting a block that is not designated as a default, you cannot set either of the resulting blocks as default from the Split Block dialog box.

You may change the default settings on the Requests Blocks tab on the Incident screen.

- If splitting a default block, you must select one of the resulting blocks to be the new default.
- The last block in each catalog must be a System Generated block with an End number of 999,999, the maximum number allowable.

For complete instructions see the task, “To create a new block by splitting an existing block into two,” in “Completing Incident screen tabs,” later in this chapter.

Deleting a request block

When you delete a request block, remember the following rules:

- There must always be at least one remaining block for each catalog.
- You cannot delete a block that is designated as a “SYS” or “R” default for the catalog. You must first designate a different block as the default before you can perform the delete.
- If deleting either the first or last block of a catalog, the block being deleted will be merged into the previous block.
- If deleting a block located between two other blocks, you must select which block you want the deleted block to be merged into.
- You cannot delete a block that an associated request.
- If an “SG” block is merged into a “UI” block, the remaining block is converted to “SG.”

For complete instructions see the task, “To delete a request block,” in “Completing Incident screen tabs,” later in this chapter.

Creating an Incident

You can create an Incident by:

- defining the event as an Incident, either internal or external
- promoting an Initial Report to an Incident.

To create an Incident by promoting an Initial Report, see “To an Initial Report to an Incident,” in “Creating and modifying Initial Reports,” earlier in this chapter.

To access the New Initial Report or Incident screen

- On the **Incident** menu, click **New Initial Report or Incident**, or click the **NI** button.

To review a snapshot of the New Initial Report or Incident screen, turn to page 2 in this chapter.

To create an Incident

1 On the **New Initial Report or Incident** screen, type the name of the person who reported the event in the **Reported By** box.

2 In the **Description** box, type a brief description of the event.

*You can enter complete details of the event in the **Enter Documentation** box, which is located at the bottom of the screen.*

3 Click the **Type** drop-down arrow and highlight to select the event type

- Emergency Report
- Hazardous Materials
- Law Enforcement
- Medical
- Natural Disaster
- Other
- Prescribed Fire
- Preparedness/Positioning
- Special Event
- Structure Fire
- Search and Rescue
- Training
- Wildland Fire.

4 In the **Incident Name** box, type the name for the Incident.

5 Click the **Incident Host** drop-down arrow and select the appropriate **Organization** serving as the **Incident Host**.

6 In the **Office Reference** box, type the local office number assigned to the Incident, if desired.

7 Under **Enter Location**, type the new or existing location of the Incident, or click the **Pick** button to search for a location of your choice.

8 Click in the **Enter Documentation** box, and then type detailed information about the Incident as appropriate.

9 To specify a new Incident number, type the new **Incident Number** in the **Incident #** box.

For more information about specifying an Incident Number, see "Understanding Incident Numbering," previously in this section.

10 If you do not want the new Incident to appear in the **Most Recent Incidents** list, click to clear the **Add to Most Recent Incident List** check box.

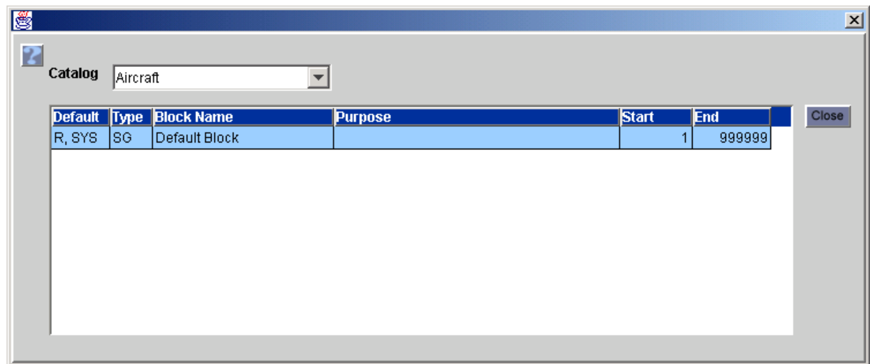
11 If you do not want to use the default request number blocks associated with the host, click to clear the **Use Host Default Request Number Block(s)** check box.

12 To view the default Incident request numbers for a Catalog, click the **View Default Request Blocks** button, click the **Catalog** drop-down arrow, and then click to select the **Catalog** of your choice. Click **Close** when finished.

For more information about request block numbers, see "Understanding request block numbering and rules," previously in this section.

13 When finished entering Incident information, click the **Incident** button.

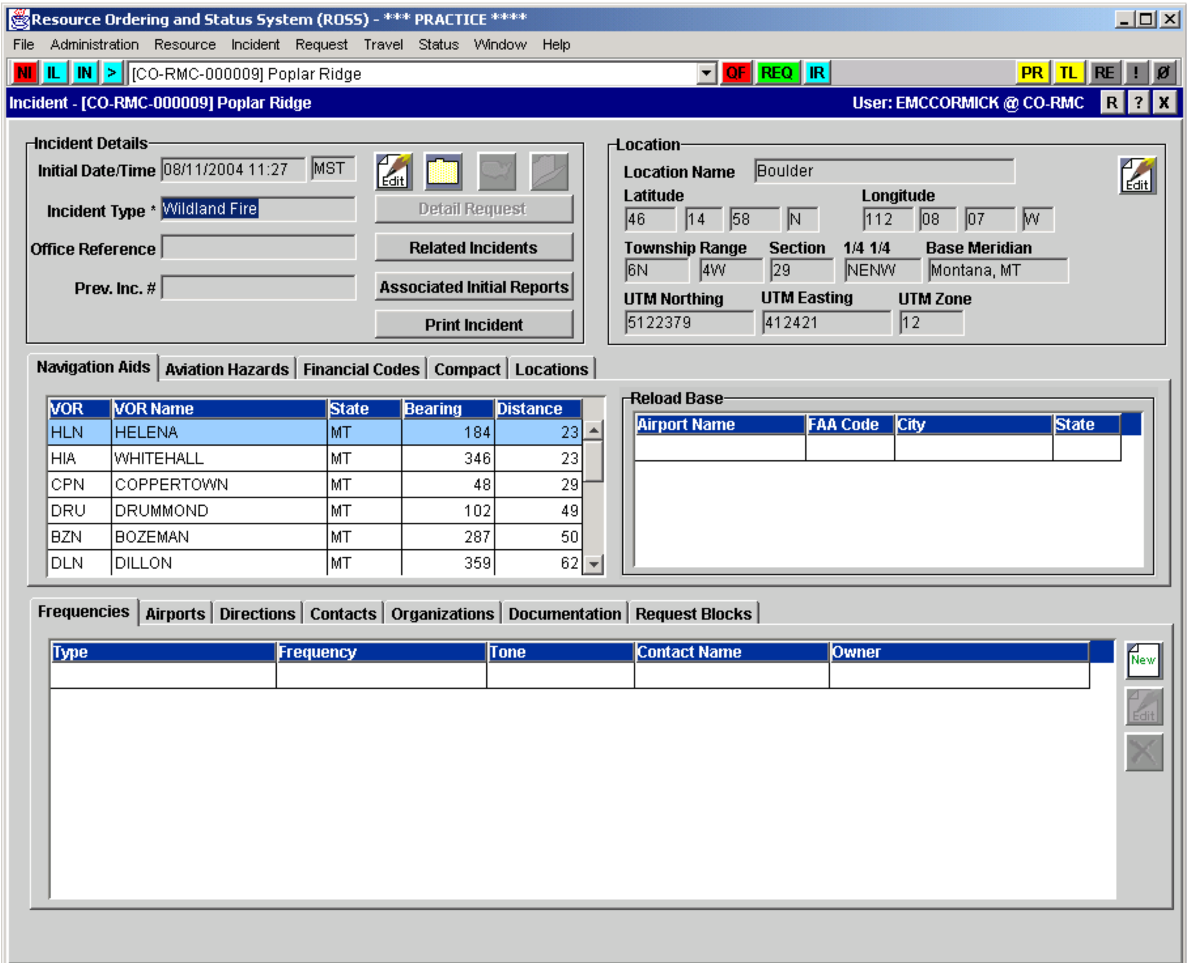
The following diagram shows the View Default Request Number Blocks dialog box.



To access the Incident screen

- On the **Incident** menu, click **Incident** or click the **IN** button.

Incident screen



To review an existing Incident from the Incident List

1 On the **Incident** menu, click **Incident List**, or click the **IL** button.

2 Highlight to select the **Incident** of your choice, and then click the **Go To Incident** button.

Editing Incident details

Once an Incident is created, you can add and/or change the following information:

- Incident Name
- Office Reference
- Initial Date/Time with time zone
- Estimated End Date/Time with time zone
- Type.

To edit information for the most recent Incident

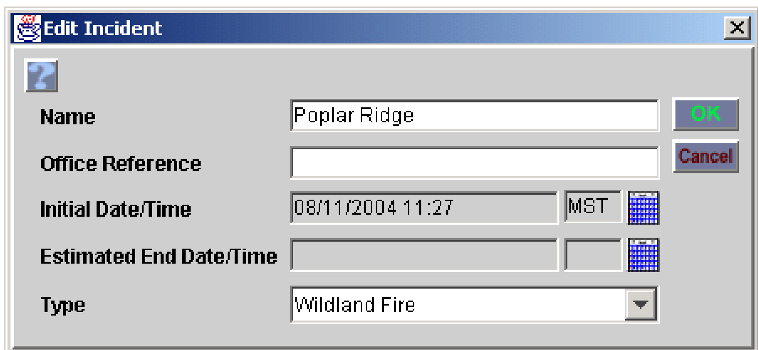
1 Click the **IN** button, and then click the **Edit Incident** button.

2 On the **Edit Incident** dialog box, type or replace any of the following information and then click **OK**

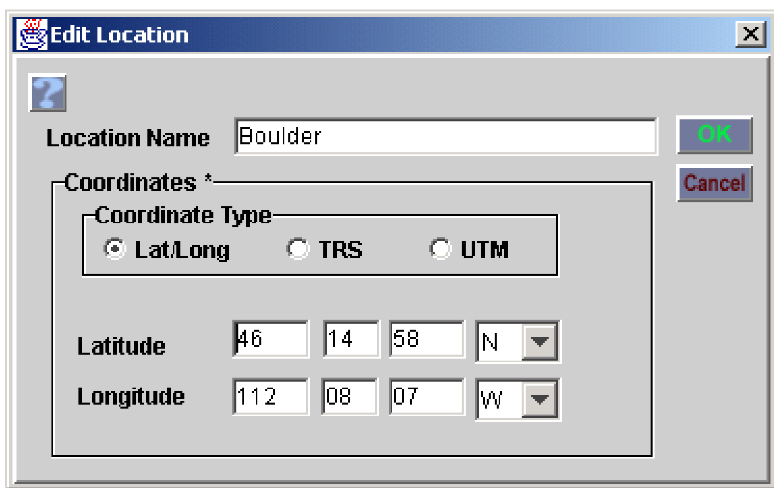
- Name
- Office Reference
- Initial Date Time
- Estimated End Date Time
- Type.

3 To edit location information, click **Edit Location**, and then type or replace the **Location Name** and **Coordinates** as appropriate, and then click **OK**.

The following diagram shows the Edit Incident dialog box.



The following diagram shows the Edit Location dialog box.



To relate an Incident to your Incident

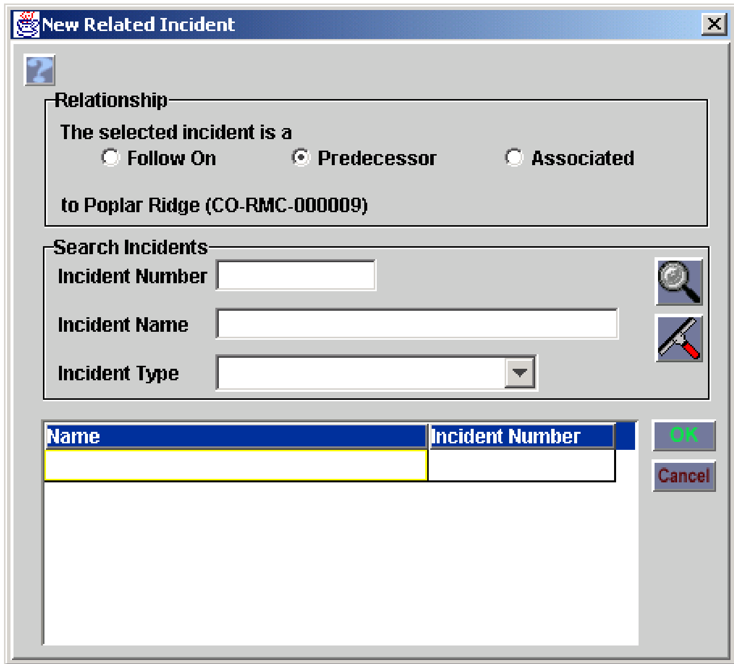
1 On the **Incident** screen, click the **Related Incidents** button, and then click **New**.

2 Under **Relationship** on the **New Related Incident** dialog box, click to select the relationship to be established to your Incident

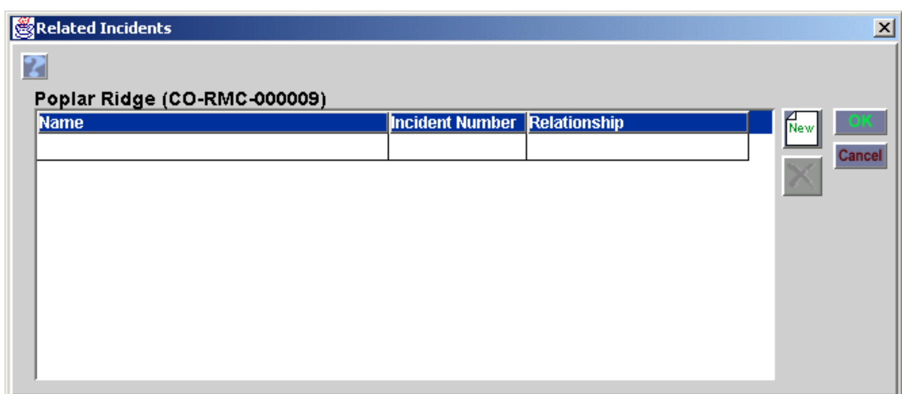
- **Follow-On**, to link a subsequent Incident to your Incident
- **Predecessor**, to link a previous Incident to your Incident
- **Associated**, to link another Incident to your Incident without establishing which one was created first.

3 Search for and select the **Incident** that you want to relate to your Incident, and then click **OK**.

The following diagram shows the New Related Incident dialog box.



The following diagram shows the Related Incidents dialog box.



To remove a related Incident from your Incident

1 On the **Incident** screen, click the **Related Incidents** button.

2 On the **Related Incident** dialog box, highlight to select the related **Incident** of your choice, and then click **Delete**.

3 On the **Confirm Deletion** dialog box, click **Yes**, and then click **OK** to return to the **Incident** screen.

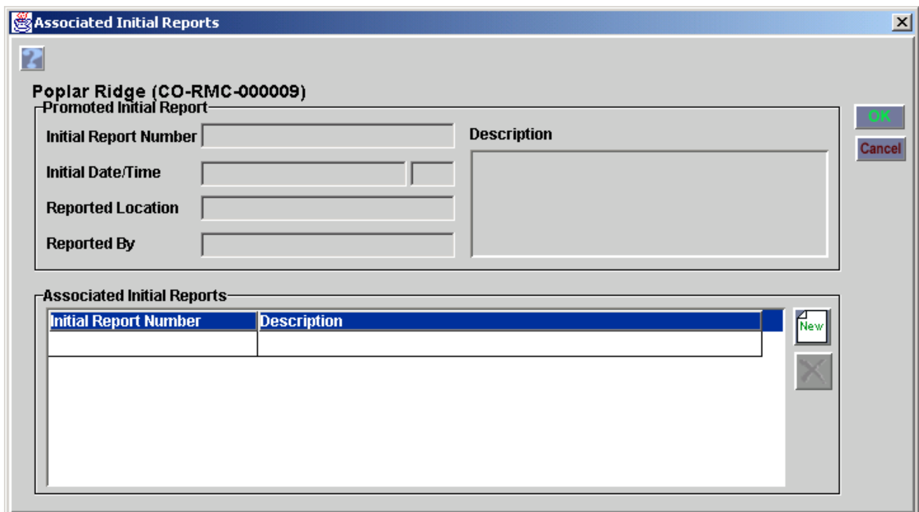
To view Associated Initial Reports

1 On the **Incident** screen, click the **Related Initial Reports** button.

2 On the **Associated Initial Reports** dialog box, click **New**.

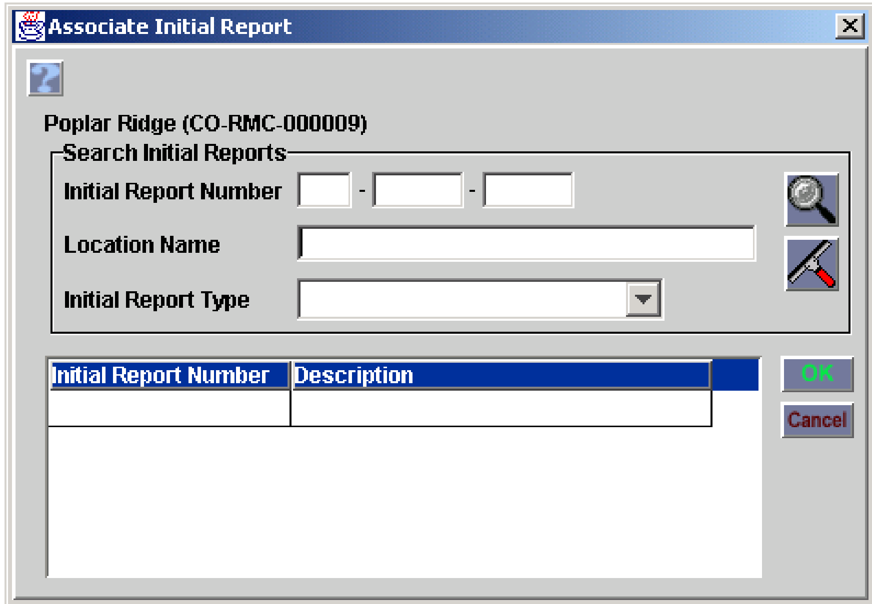
3 Search for and select the **Initial Report** that you want to associate to your Incident, and then click **OK**.

The following diagram shows the Associated Initial Reports dialog box.



The Promoted Initial Report group box displays information for an Incident that started out as an Initial Report.

The following diagram shows the Associate Initial Report dialog box.



To remove an associated Initial Report from your Incident

1 On the **Incident** screen, click the **Associated Initial Reports** button.

2 On the **Associated Initial Reports** dialog box, highlight to select the related **Initial Report** of your choice, and then click **Delete**.

3 On the **Confirm Deletion** dialog box, click **Yes**, and then click **OK** to return to the **Incident** screen.

To print a report of Incident information

1 On the **Incident screen**, click the **Print Incident** button.

2 On the **File** menu, click **Print**.

3 On the **Print** dialog box, click the **Print** button, and then click **Close**.

For more information about printing reports and Brio software, see the chapter, "Reports - generating and printing reports."

Completing Incident screen tabs

The middle and lower portions of the Incident screen displays eleven tabs that allow you to review additional incident details:

- Navigation Aids
- Aviation Hazards
- Financial Codes
- Compact
- Locations
- Frequencies

- Airports
- Directions
- Contacts
- Organizations
- Documentation.

Understanding the Navigation Aids tab

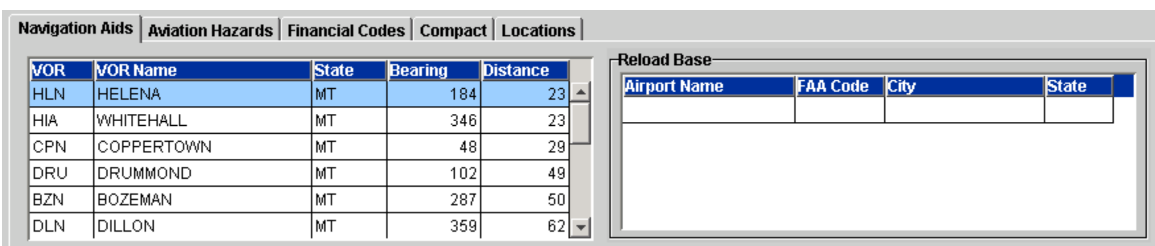
The Navigation Aids tab displays two tables of available navigation aids nearest to the Incident:

- The VOR table, imported with FAA airport data, displays the ten nearest VORs and the associated VOR Names, States, Bearings, and Distances based on the Incident location coordinates.

By reviewing the general location of the VORs, you can determine whether the Incident location coordinates were entered correctly.

- The Reload Bases table displays the Airport Name, FAA Code, City, and State of nearby Reload Bases as entered by your organization on the Organization screen.

The diagram below shows the Navigation Aids tab on the Incident screen. The VOR table is on the left and the Reload Bases table is on the right.



VOR	VOR Name	State	Bearing	Distance
HLN	HELENA	MT	184	23
HIA	WHITEHALL	MT	346	23
CPN	COPPERTOWN	MT	48	29
DRU	DRUMMOND	MT	102	49
BZN	BOZEMAN	MT	287	50
DLN	DILLON	MT	359	62

Airport Name	FAA Code	City	State

Working with the Aviation Hazards tab

The Aviation Hazards tab displays the type, location coordinates, and description of fixed-location aviation hazards within approximately 20 miles of the Incident and non-fixed aviation hazards entered for the Incident.

The type of aviation hazards that displays depends on the option you select, either "Fixed Hazard" or "Non-Fixed Hazard."

To add an Aviation Hazard

1. On the **Incident** screen, click the **Aviation Hazards** tab, and then click **New**.
2. To define a permanent hazard, click to select **Fixed Hazard**. To define a temporary hazard, click to select **Non-Fixed Hazard.**

An example of a Non-Fixed Hazard includes smoke, a logging tower, or congested airspace.

3 Click the **Hazard Type** drop-down arrow and select the hazard type of your choice.

4 In the **City** text box, type the name of the city nearest to the aviation hazard.

5 In the **State Code** text box, type the state postal code where the aviation hazard is located.

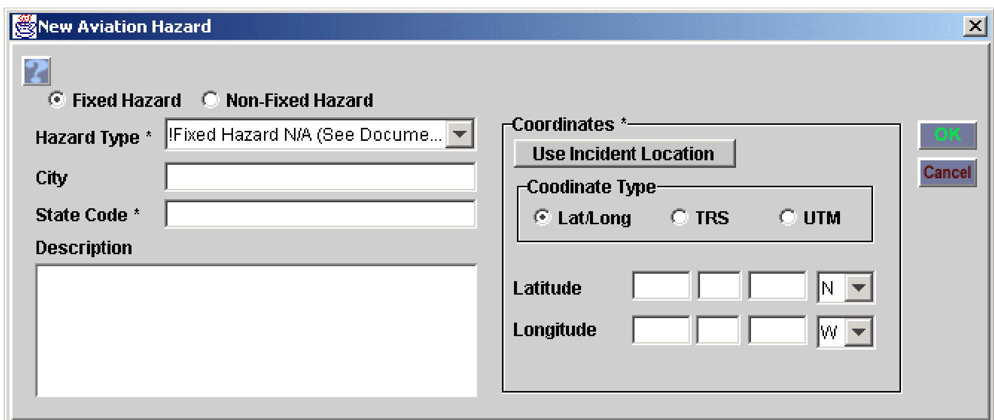
6 In the **Description** text box, type a brief description of the aviation hazard.

7 Under **Coordinates**, perform one of the following

- to designate the aviation hazard with the same coordinates as the Incident, click the **Use Incident Location** button
- to designate the aviation hazard with different coordinates as the Incident, click to select the **Coordinate Type** of your choice and then complete the coordinate text boxes as appropriate.

8 When finished entering aviation hazard information, click **OK**.

The following diagram shows the New Aviation Hazard dialog box.



To modify Aviation Hazard information

1 On the **Incident** screen, click the **Aviation Hazards** tab.

2 On the **Aviation Hazards** tab, click **Fixed Hazard** or click **Non-Fixed Hazard**.

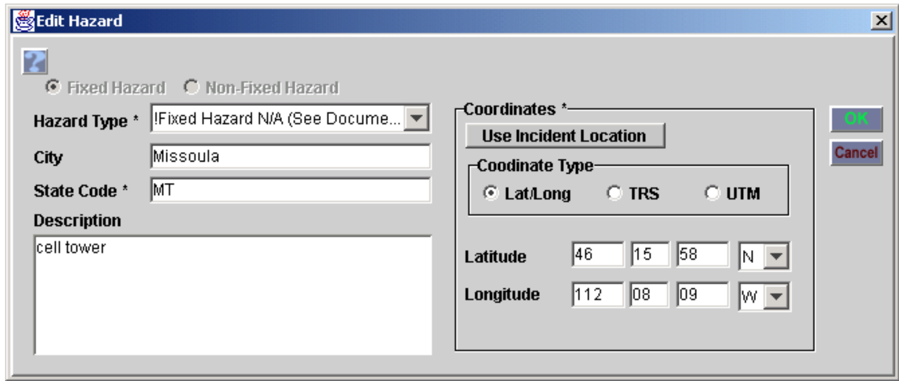
3 Click to select the **Aviation Hazard** of your choice, and then click **Edit**.

4 On the **Edit Hazard** dialog box, type or replace the following Aviation Hazard information as appropriate

- Hazard Type
- City
- State Code
- Description
- Coordinates.

5 To save your modifications, click **OK**.

The following diagram shows the Edit Hazard dialog box.



To remove an Aviation Hazard

1 On the **Incident** screen, click the **Aviation Hazards** tab.

2 On the **Aviation Hazards** tab, click **Fixed Hazard** or click **Non-Fixed Hazard**.

3 Click to select the **Aviation Hazard** of your choice, and then click **Delete**.

4 On the **Confirm Deletion** dialog box, click **Yes** to confirm or **No** to cancel.

Working with the Financial Codes tab

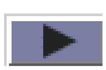
The Financial Codes tab displays financial codes and their owners for a specified year, as entered by your organization on the Organization screen. An asterisk (*) identifies those financial codes that have ever been used.

To designate or remove Financial Codes for the Incident

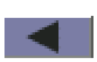
1 On the **Incident** screen, click the **Financial Codes** tab.

2 Click the **Organization** drop-down arrow and select the **Organization** of your choice.

3 Click the **Year** drop-down arrow and select the **Year** of your choice.



4 To designate a **Financial Code** for the Incident, highlight to select the **Financial Code** of your choice from the left-hand table, and then click the **Select** arrow button. Repeat the process to move all appropriate **Financial Codes** to the table on the right.

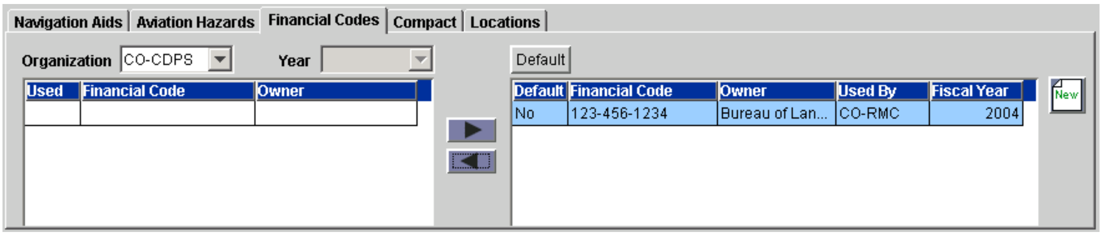


5 To remove **Financial Codes** designated for the Incident, highlight to select the **Financial Code** of your choice from the right-hand table, and then click the **Remove** arrow button. Repeat the process to remove all appropriate **Financial Codes** from the table on the right.

6 To designate the default **Financial Code** for the Incident, highlight to select the **Financial Code** of your choice from the right-hand table, and then click the **Make Default** button.

You may designate only one default Financial Code.

The following diagram shows the Financial Codes tab on the Incident screen.



To add a new Financial Code

Ad hoc financial codes are not retained once the Incident is closed.

1 On the **Incident** screen, click the **Financial Codes** tab, and then click **New**.

2 In the **Financial Code** box, type the **Financial Code** you want to add.

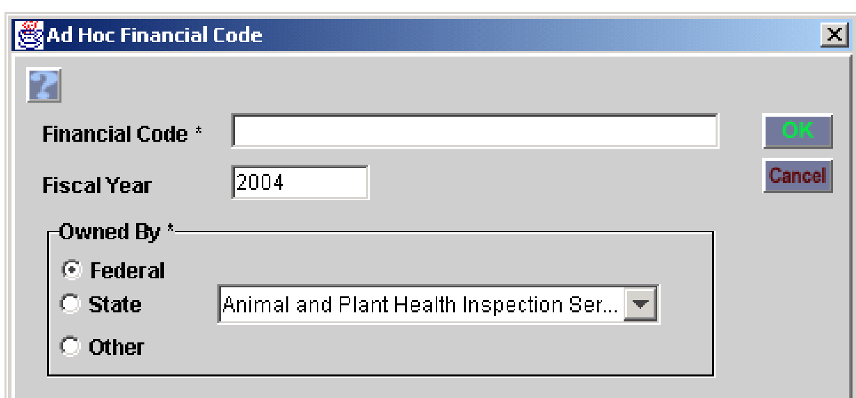
3 In the **Fiscal Year** box, type the four-digit **Fiscal Year**.

4 Under **Owned By**, click to select the agency type of your choice

- Federal
- State
- Other.

5 Under **Owned By**, click the drop-down arrow and select the **Organization** of your choice, and then click **OK**.

The following diagram shows the Ad Hoc Financial Code dialog box.



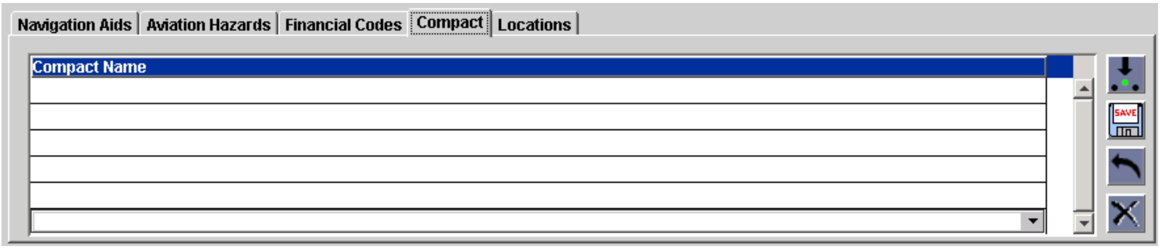
Completing the Compact tab

This feature is not yet installed.

To access the Compact tab

1 On the **Incident** screen, click the **Compact** tab.

The following diagram shows the Compact tab on the Incident screen.



Working with the Locations tab

The Locations tab displays the locations that are being used to designate and describe places of importance to the Incident, as entered by your organization on the Location screen. Each location identifies:

- Location Use, such as a command post or a delivery site
- Location Name
- Type, such as a dip site, lookout, or helibase
- City
- State.

You can add a Location to an Incident by performing one of the following:

- Select an existing location and then add it to the Incident.
- Select an existing location, modify and save it as a new location, and then add it to the Incident.
- Create a new location and then add it to the Incident.

To make changes to a Location, you must access the Location screen from the Administration menu. You can not modify Location information from the Incident screen. For more information, refer to the chapter, "Location - defining geographic locations," in the ROSS Administration section, earlier in this guide.

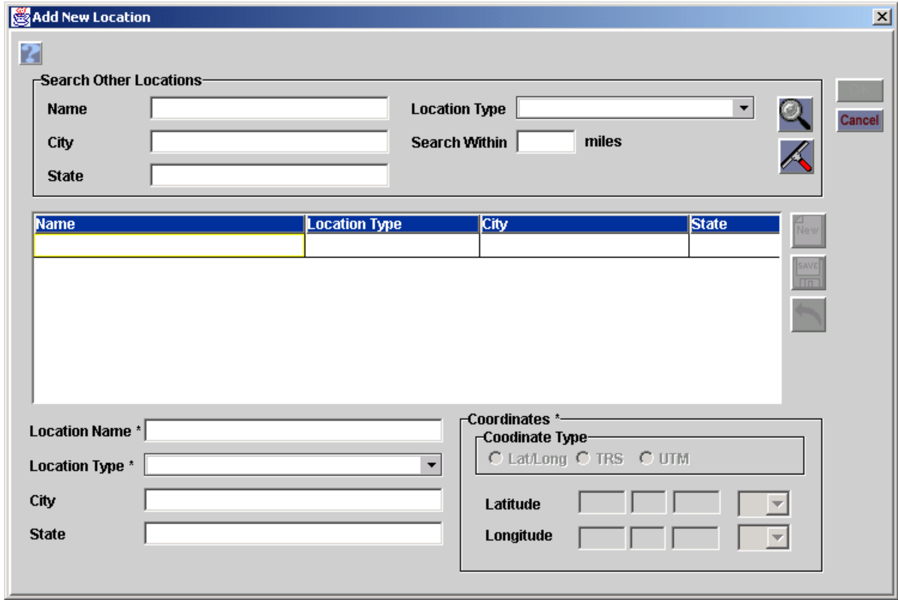
To add an existing Location to an Incident

1 On the **Incident** screen, click the **Locations** tab, and then click **New**.

2 On the **Add New Location** dialog box, search for and locate **Locations** near the Incident.

3 To add an existing location, highlight to select the **Name** of your choice and then click **OK**.

The following diagram shows the Add New Location dialog box.



To modify an existing location and add it as a new Location to an Incident

1 On the **Incident** screen, click the **Location** tab, and then click **New**.

2 On the **Add New Locations** dialog box, search for and locate **Locations** near the Incident.

3 Highlight to select the **Name** of your choice, and then type or replace the **Location** information as appropriate.

4 Click **Save**, and then click **OK**.

To create and add a new Location to an Incident

1 On the **Incident** screen, click the **Location** tab, and then click **New**.

2 On the **Add New Location** dialog box, search for and locate **Locations** near the Incident, and then click **New**.

You must search for existing locations before creating a new one.

3 In the **Location Name** box, type the name of the location.

4 Click the **Location Type** drop-down arrow and select the **Location Type** of your choice.

5 In the **City** box, type the name of the nearest **City** of the location.

6 In the **State** box, type the two-character **State** postal code.

To change the use of a Location at an Incident

1 On the **Incident** screen, click the **Locations** tab, and then highlight to select the **Location** of your choice.

2 Click the **Location Use** drop-down arrow and select the **Location Use** of your choice, and then click **Save**.

To modify or add navigation instructions to a Location

1 On the **Incident** screen, click the **Locations** tab, and then highlight to select the **Location** of your choice.

2 Click in the **Navigation Instructions** box, type or replace the **Navigation Instructions** as appropriate, and then click **Save**.

To delete a Location from an Incident

1 On the **Incident** screen, click the **Locations** tab.

2 Highlight to select the **Location** of your choice, and then click **Delete**.

3 On the **Confirm Deletion** dialog box, click **Yes** to delete or **No** to cancel.

Working with the Frequencies tab

The Frequencies tab displays radio frequencies available for the Incident, including:

- Type
- Frequency
- Tone
- Contact Name
- Owner.

To designate a new frequency for an Incident

1 On the **Incident** screen, click the **Frequency** tab, and then click **New**.

2 On the **New Radio Frequency** dialog box, click the **Type** drop-down arrow and select the **Type** of the new radio frequency.

3 In the **Frequency** box, type the **Frequency**.

4 In the **Tone** box, type the **Tone** of the radio frequency.

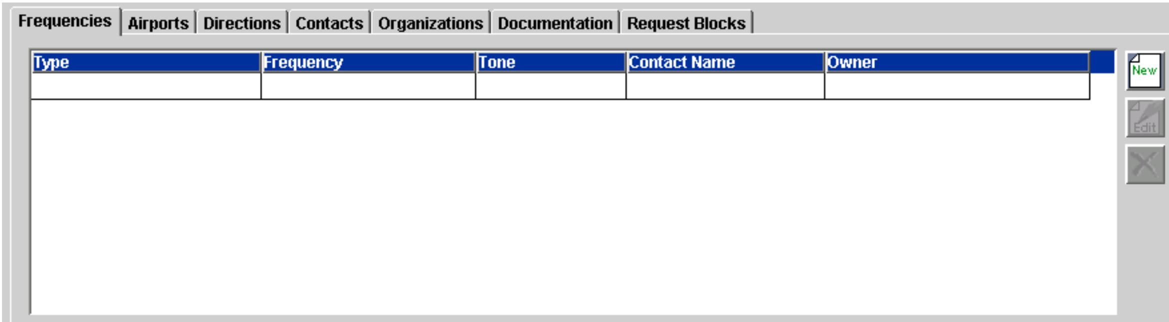
5 In the **Contact** box, type the name of the person, aircraft, or agency to **Contact** on this radio frequency.

6 In the **Owner** box, type the name of the **Owner**, if needed.

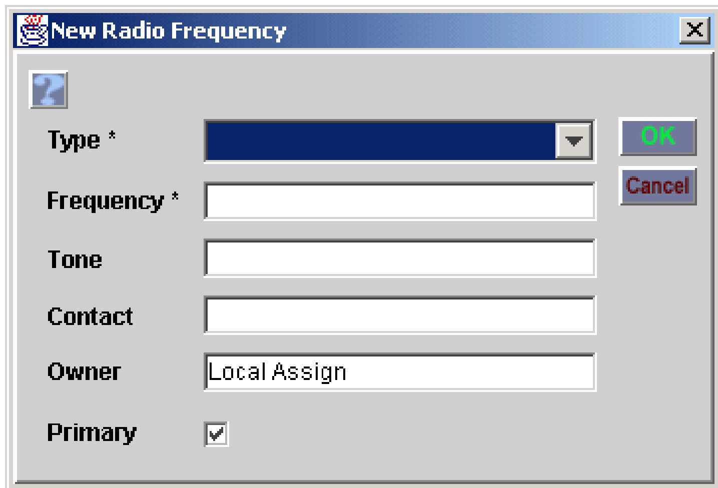
7 Click to clear the **Primary** check box if this radio frequency is not a primary frequency on the Incident.

8 When finished, click **OK**.

The following diagram shows the Frequencies tab on the Incident screen.



The following diagram shows the New Radio Frequency dialog box.



To change a radio frequency for an Incident

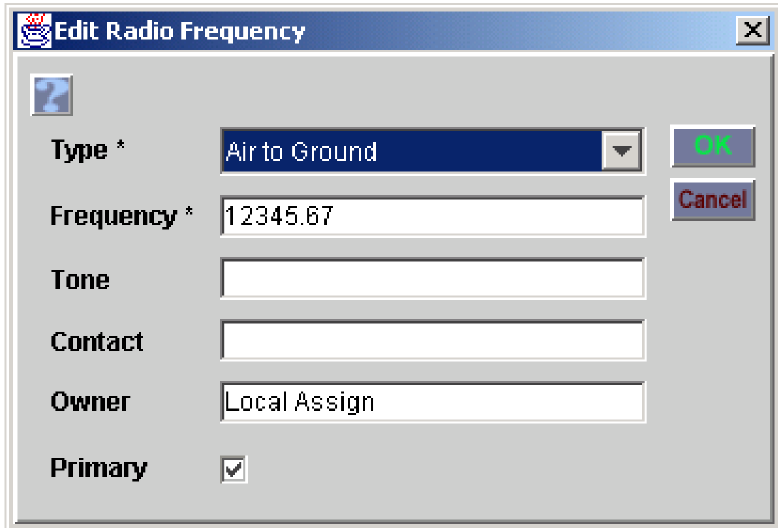
1 On the **Incident** screen, click the **Frequency** tab, and then highlight to select the **Frequency** of your choice.

2 Edit the following fields as appropriate:

- Type
- Frequency
- Tone
- Contact
- Primary.

3 When finished, click **OK**.

The following diagram shows the Edit Radio Frequency dialog box.



To delete a radio frequency for an Incident

1 On the **Incident** screen, click the **Frequency** tab.

2 Highlight to select the **Frequency** of your choice, and then click **Delete**.

3 On the **Confirm Deletion** dialog box, click **Yes** to delete or **No** to cancel.

Working with the Airports tab

The Airports tab displays FAA and non-FAA airports being used on the Incident. Each airport identifies:

- Airport Type, such as a charter, commercial, or back country airport
- Airport Name
- FAA Code, if applicable
- City
- State.

The Special Conditions box displays information that was entered from the Airport screen. To add, modify, or delete Special Conditions, you must access the Airport screen from the Administration menu.

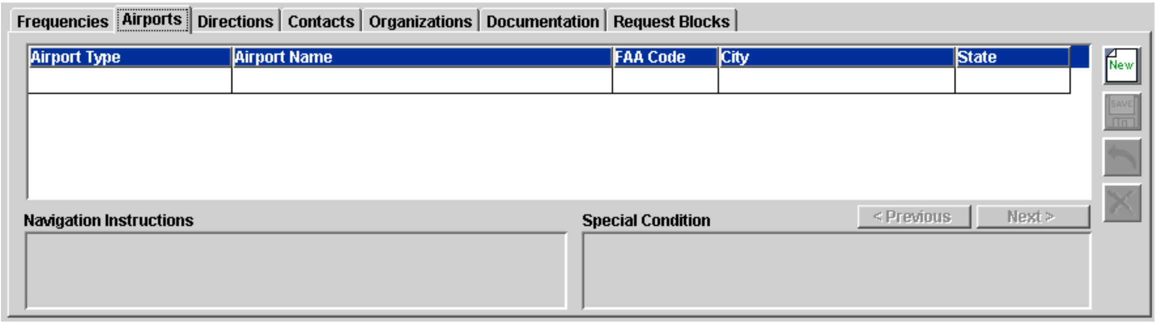
To edit or add navigation instructions for an airport

1 On the **Incident** screen, click the **Airports** tab.

2 Click to select the **Airport** of your choice.

3 Click in the **Navigation Instructions** box, type or replace the **Navigation Instructions** as appropriate, and then click **Save**.

The following diagram shows the Airports tab.



To designate an airport to the Incident

1. On the **Incident** screen, click the **Airports** tab, and then click **New**.
2. On the **Add New Locations** dialog box, search for and locate **Airports** near the Incident.
3. Click to select the **Airport** of your choice, and then click **OK**.

To remove an airport from an Incident

1. On the **Incident** screen, click the **Airports** tab.
2. Click to select the **Airport** of your choice, and then click **Delete**.
3. On the **Confirm Deletion** dialog box, click **Yes** to delete or **No** to cancel.

This action only removes the designated airport from the incident. It does not delete it from ROSS. To delete a non-FAA airport from the list of airports for your organization, you must access the Airport screen from the Administration menu.

To create a non-FAA airport and designate it to the Incident

You can only add locally defined airports (non-FAA) to the ROSS database.

1. On the **Incident** screen, click the **Airports** tab, and then click **New**.
2. On the **Add New Airport** dialog box, search for and locate **Airports** near the Incident, and then click **New**.

   You must search for existing airports before you can create a new non-FAA airport.

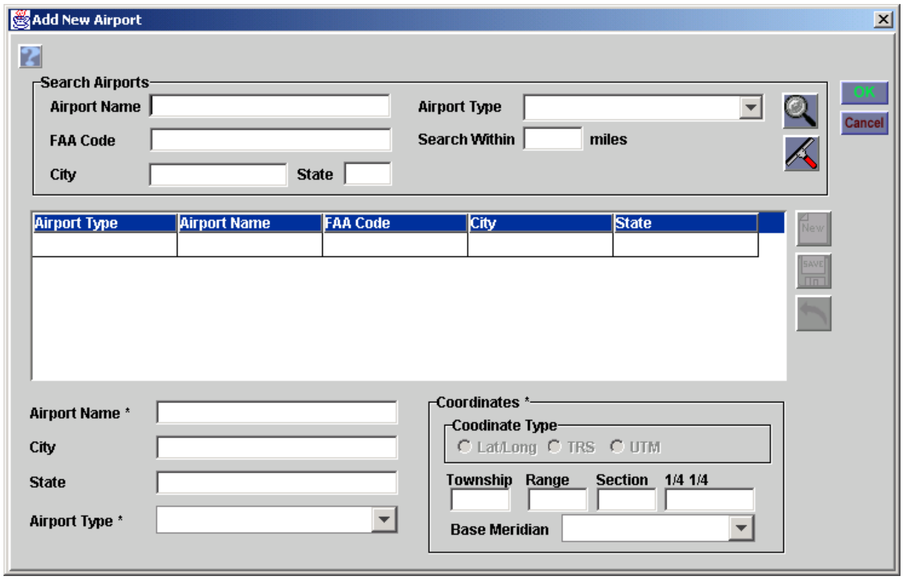
3. In the **Airport Name** box, type the name of the new **non-FAA airport**.
4. In the **City** box, type the name of the nearest **City** of the airport.
5. In the **State** box, type the two-character **State** postal code.

6 Click the **Airport Type** drop-down arrow and select the **Airport Type** of your choice.

7 Under **Coordinates**, click to select the **Coordinate Type** of your choice, an then complete the coordinates, as appropriate.

For more information about entering coordinates, see "Entering coordinates," in "Getting starting with ROSS."

The following diagram shows the Add New Airport dialog box.



Working with the Directions tab

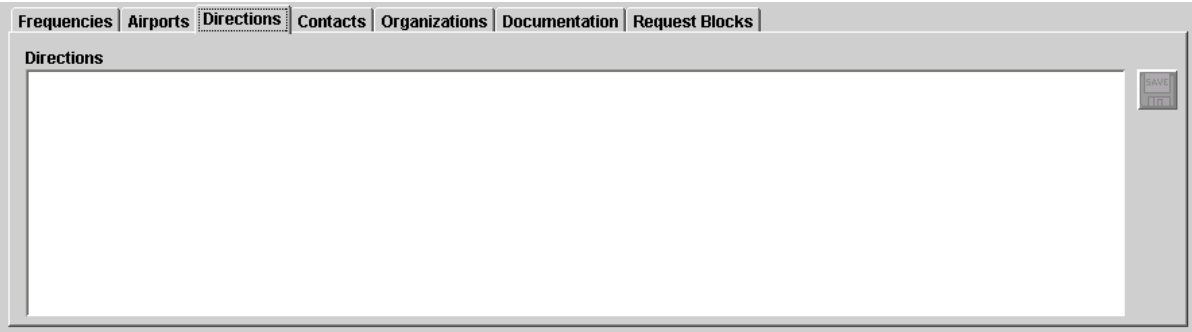
The Directions tab displays directions entered for the Incident.

To add directions for an Incident

1 On the **Incident** screen, click the **Directions** tab.

2 Click in the **Directions** box, type detailed **Directions** to the Incident, and then click **Save**.

The following diagram shows the Directions tab on the Incident screen.



To edit directions for an Incident

1 On the **Incident** screen, click the **Directions** tab.

2 Click in the **Directions** box, type to add or replace the **Directions** to the Incident, and then click **Save**.

Working with the Contacts tab

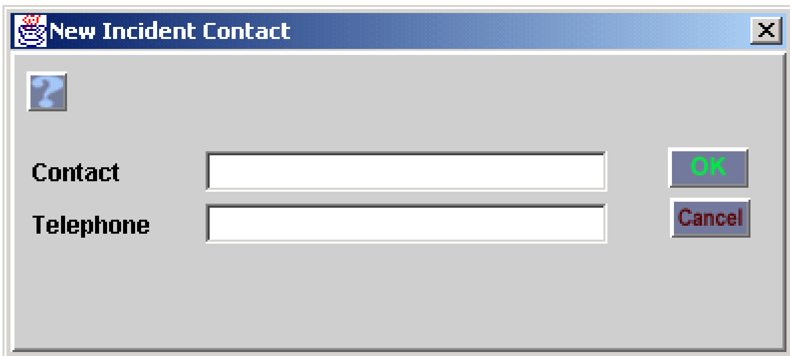
The Contacts tab displays agency and individual contacts and telephone numbers for an Incident.

To add a new Contact for an Incident

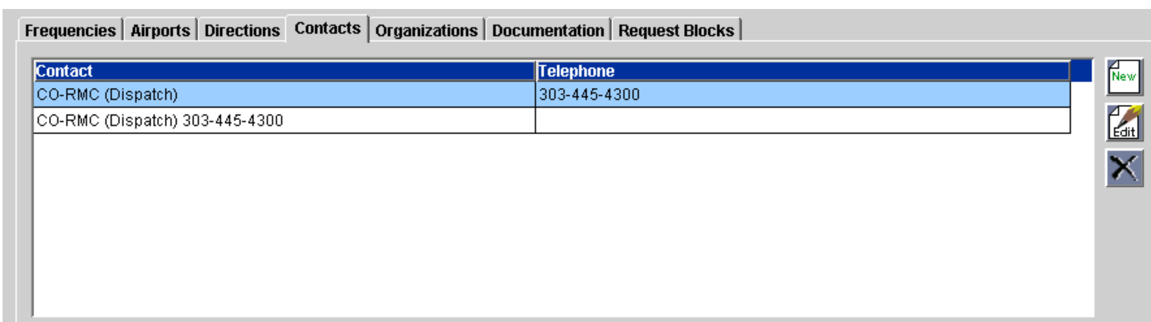
1 On the **Incident** screen, click the **Contacts** tab, and then click **New**.

2 On the **New Incident Contact** dialog box, type the **Contact** and **Telephone** information, and then click **OK**.

The following diagram shows the New Incident Contact dialog box.



The following diagram shows the Contacts tab on the Incident screen.



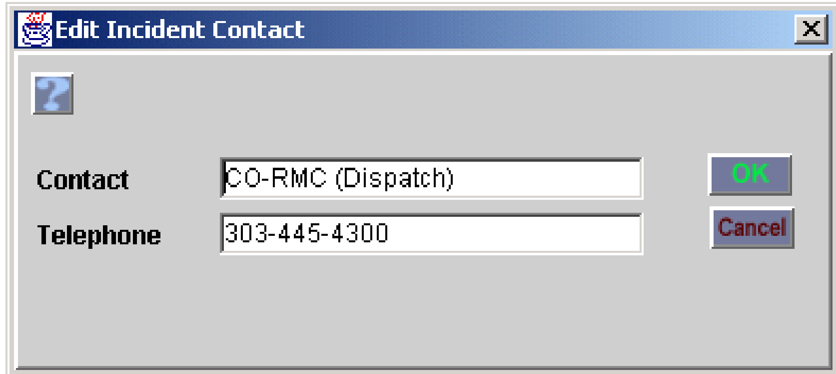
To change a Contact for an Incident

1 On the **Incident** screen, click the **Contacts** tab.

2 Click to select the **Contact** of your choice, and then click **Edit**.

3 On the **Edit Incident Contact** dialog box, modify the **Contact** and **Telephone** information as appropriate, and then click **OK**.

The following diagram shows the Edit Incident Contact dialog box.



To delete a Contact for an Incident

1 On the **Incident** screen, click the **Contacts** tab.

2 Click to select the **Contact** of your choice, and then click **Delete**.

3 On the **Confirm Deletion** dialog box, click **Yes** to delete or **No** to cancel.

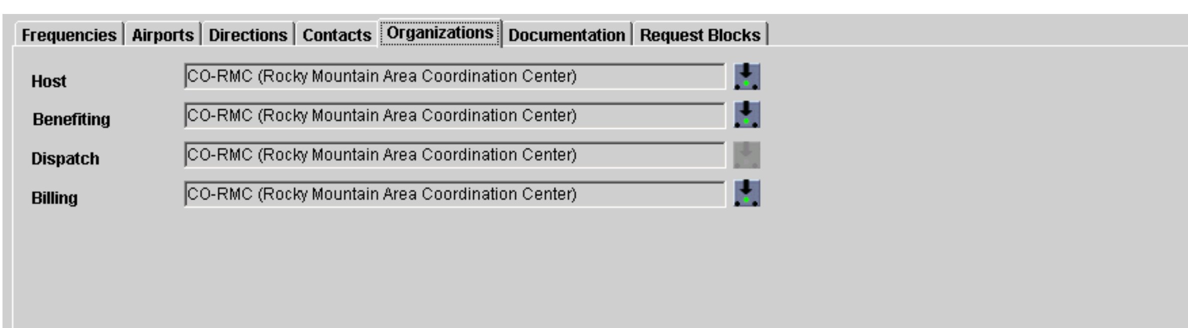
Working with the Organizations tab

The Organizations tab displays the host, benefitting, dispatch, and billing organizations for the Incident:

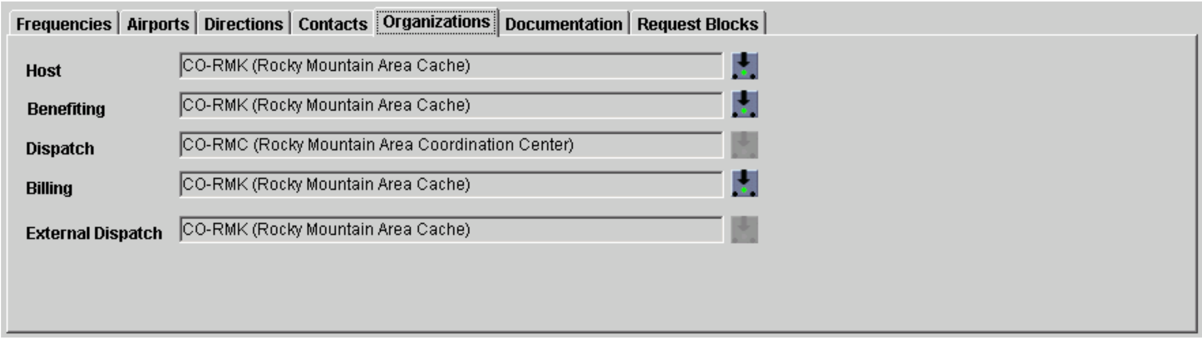
- The host organization has primary management responsibility for the Incident. You cannot change the host or the number of an Incident when it has outstanding requests.
- The benefiting organization directly benefits from the activities occurring at the Incident.
- The dispatch organization is the unit designated to mobilize resources to the Incident.
- The billing organization is responsible for paying expenses related to the Incident.

The Organizations tab also displays the External Dispatch Unit of External Incidents.

The following diagram shows the Organizations tab on the Incident screen.



The following diagram shows the Organizations tab on the Incident screen for External Incidents.

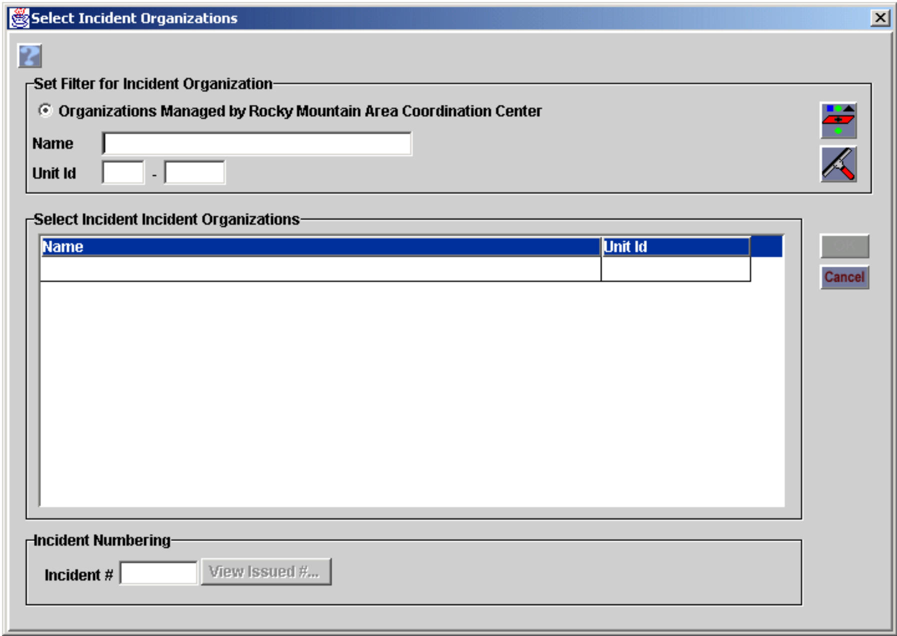


To select or change a Host organization

1 On the **Incident** screen, click the **Organizations** tab, and then click the **Pick Host** button.

2 On the **Select Incident Organization** dialog box, search for and then highlight to select the **Host Organization** of your choice, and then click **OK**.

The following diagram shows the Select Incident Organizations dialog box.



You cannot change the host or the number of an Incident when it has outstanding requests.

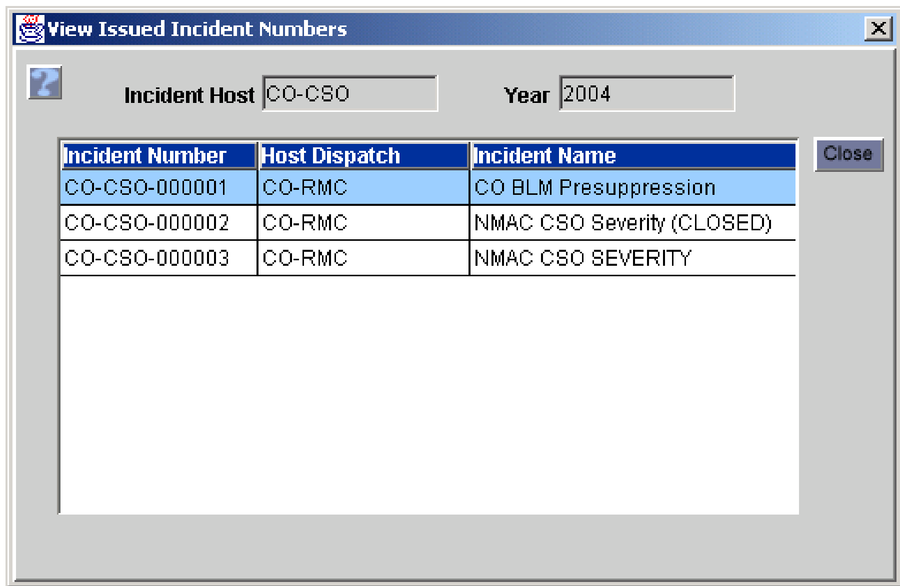
You cannot change the number of an External Incident.

To display the Incident numbers issued this calendar year for the selected host

1 On the **Incident** screen, click the **Organizations** tab, and then click **Pick Host**.

2 On the **Select Incident Organization** dialog box, search for and then highlight to select the **Host Organization** of your choice, and then click the **View Issued #** button.

The following diagram shows the View Issued Incident Numbers dialog box.



To specify a new number for an Incident, based on the new host

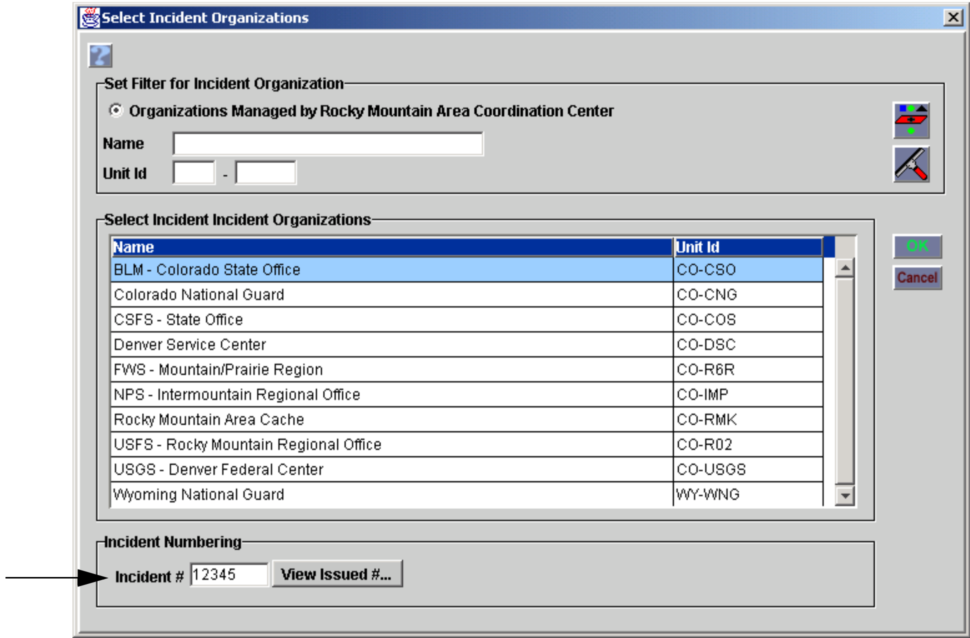
1 On the **Incident** screen, click the **Organizations** tab, and then click **Pick Host**.

2 On the **Select Incident Organization** dialog box, search for and then highlight to select the **Host Organization** of your choice,.

3 In the **Incident #** box under **Incident Numbering**, type the new **Incident #** of your choice, and then click **OK**.

You are setting the initial/revised Sequence Value for the selected host. The Sequence Next Value for that host will be the Incident # you entered, plus one (+ 1).

The following diagram shows the Select Incident Organizations dialog box. The arrow points to the new Incident # box.



When you change the Incident host, financial codes and radio frequencies assigned to the Incident remain unchanged.

To select a Benefiting organization

1. On the **Incident** screen, click the **Organizations** tab, and then click **Pick Benefiting**.
2. On the **Select Incident Organization** dialog box, search for and then highlight to select the **Host Organization** of your choice, and then click **OK**.

To select a Dispatch organization

1. On the **Incident** screen, click the **Organizations** tab, and then click **Pick Dispatch**.
2. On the **Select Incident Organization** dialog box, search for and then highlight to select the **Host Organization** of your choice, and then click **OK**.

To select a Billing organization

1. On the **Incident** screen, click the **Organizations** tab, and then click **Pick Billing**.

2 On the **Select Incident Organization** dialog box, search for and then highlight to select the **Host Organization** of your choice, and then click **OK**.

To select an External Dispatch Organization - for External Incidents only

1 On the **Incident** screen, click the **Organizations** tab, and then click **Pick External Dispatch**.

2 On the **Select Incident Organization** dialog box, search for and then highlight to select the **External Organization** of your choice, and then click **OK**.

Working with the Documentation tab

The Documentation tab displays information previously entered for the Incident. The table displays the time the entry was made and who made the entry.

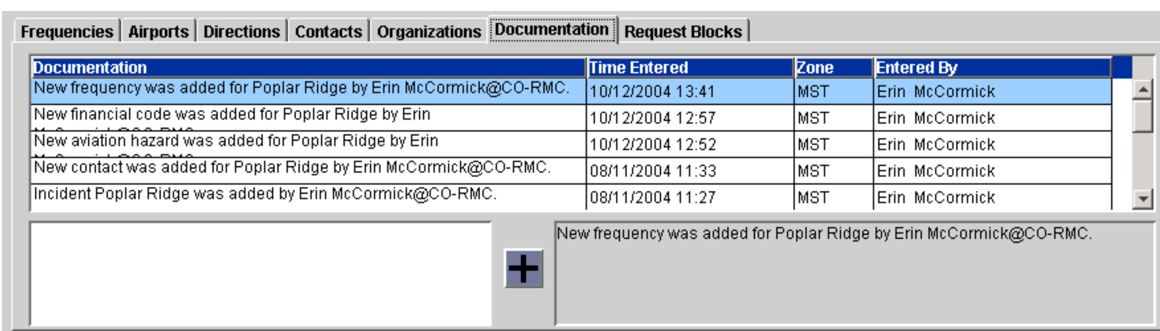
To add Documentation

1 On the **Incident** screen, click the **Documentation** tab.

2 In the **Documentation** box, type the documentation information as appropriate, and then click the **Add Documentation** (+) button, to save your entry.

Once saved, a documentation entry can not be modified nor deleted.

The following diagram shows the Documentation tab on the Incident screen.



To review the entire text of a Documentation entry

- On the **Incident** screen, click the **Documentation** tab, and then highlight to select the **Documentation** row of your choice.

The entire Documentation entry displays in the lower, right-hand box.

Working with the Request Blocks tab

The Request Blocks tab allows you to specify the numbers assigned to requests created for an Incident. Block numbering is based on the host organization. Using the ROSS Organization screen, each managing dispatch unit establishes a master "template" of blocks for each catalog: Aircraft, Crews, Equipment, Overhead, and Supply.

The Request Blocks table displays the following information:

- **Default**. The default block for the selected catalog. An "R" denotes Request Default block. An "SYS" denotes System Default block.
- **Type**. The type of block. An "UI" denotes User Issued. An "SG" denotes System Generated.
- **Block Name**. The name of the block.
- **Purpose**. The purpose of the block.
- **Start**. The starting number of the block.
- **End**. The ending number of the block.
- **Next**. The next sequential number available in the block.
- **Remaining**. The number of request numbers available for use in the block.

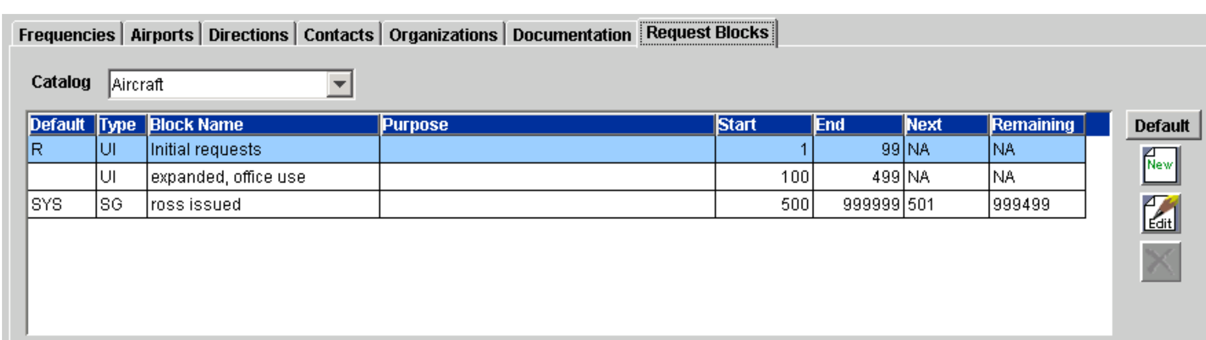
For more information about request block numbering, see the previous section, "Understanding request block numbering and rules," earlier in this chapter.

To set the default block to Request Default or System Default

1 On the **Incident** screen, click the **Request Blocks** tab, and then click the **Default** button.

2 Click to select either **Set Request Default** or **Set System Default** as appropriate.

The following diagram shows the Request Blocks tab.



To create a new block by splitting an existing block into two

For more information about block numbering, see "Understanding block numbering and rules," in the previous section, "Creating and modifying Incidents."

1 On the **Incident** screen, click the **Request Blocks** tab.

2 Click the **Catalog** drop-down arrow, click to select the **Catalog** of your choice, and then click the **New** button.

3 In the **Start Block #2 At** box, type the starting number of the block you are creating (Block #2).

4 Under **Block #1** in the **Name** box, type a new name for **Block #1**, if appropriate.

This step is optional.

5 In the **Purpose** box, type or type to replace the **Purpose** of Block #1.

6 Under **Default**, click to select or click to clear the following check boxes

- Request
- System.

Changes must be consistent with the rules for designating default blocks.

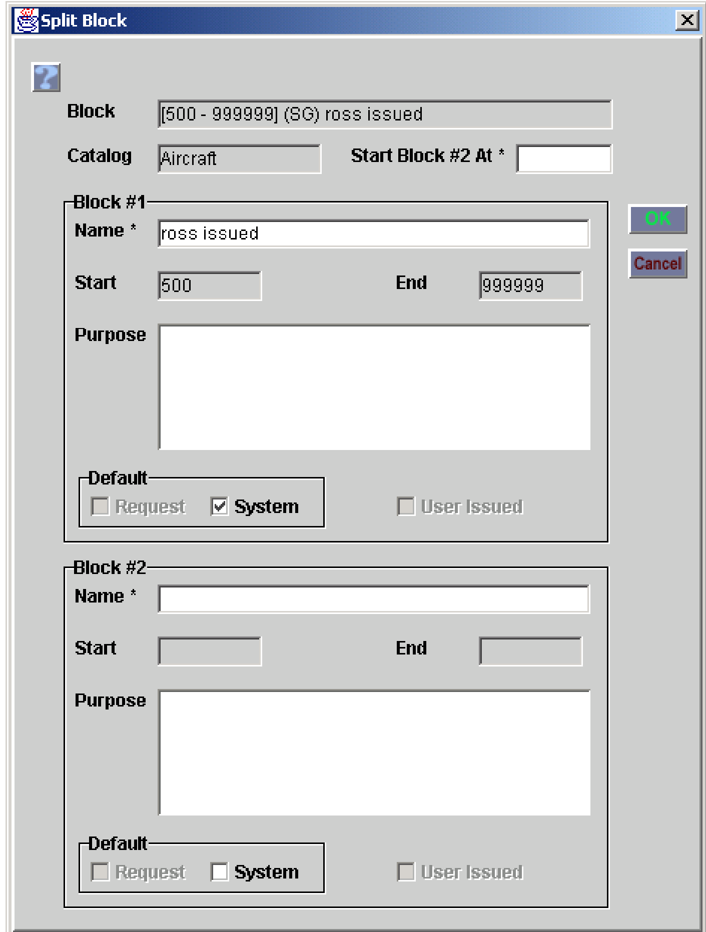
7 If appropriate, click to select the **User Issued** check box.

Changes must be consistent with the rules for designating a block "SG" or "UI."

8 Under **Block #2**, complete the following boxes and check boxes as instructed in the previous steps, and then click **OK**

- Name
- Start
- End
- Purpose
- Request
- System
- User Issued.

The following diagram shows the Split Block dialog box.



To edit a request block

1 On the **Incident** screen, click the **Request Blocks** tab

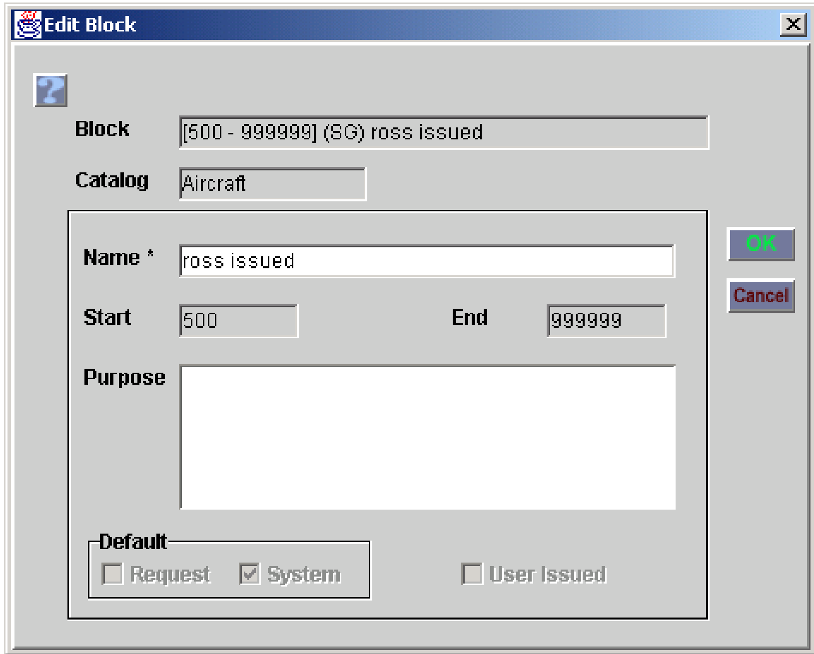
2 Click the **Catalog** drop-down arrow, click to select the **Catalog** of your choice, and then click the **Edit** button.

3 On the **Edit Block** dialog box, modify the following information as appropriate, and then click **OK**

- Name
- Purpose
- Request
- System
- User Issued.

For more the information about modifying these fields, see the previous task, “To create a new block by splitting an existing block into two.”

The following diagram shows the Edit Block dialog box.

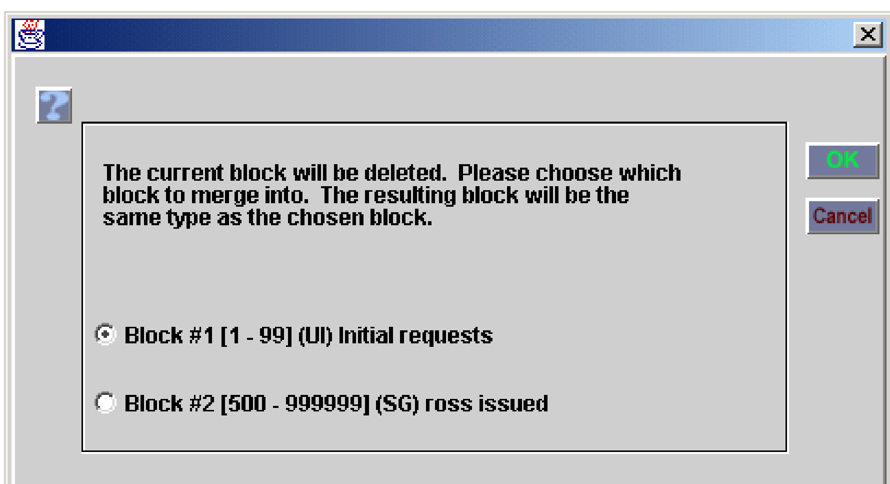


To delete a request block

For rules about deleting request blocks, see "Understanding block numbering and rules," in the previous section, "Creating and modifying Incidents."

1. On the **Incident** screen, click the **Request Blocks** tab.
2. Click the **Catalog** drop-down arrow, click to select the **Catalog** of your choice, and then click the **Delete** button.
3. On the **Delete Block** dialog box, click to select the block to merge the deleted block into, if appropriate, and then click **OK**.

The following diagram shows the Delete Block dialog box.



Creating an External Incident

You can create an Incident for an external dispatch unit (does not use ROSS).

For more information about completing the New Initial Report or Incident screen, see the previous section, "Creating an Incident," earlier in this chapter.

To create an External 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, click **External Incident**.

3 In the **Incident Name** box, type the name for the Incident.

4 Click the **Type** drop-down arrow and then click to select the **Incident Type**.

5 Click the **Pick External Dispatch** button, and then click to select the **External Dispatch Unit** of your choice.

For more information about creating or editing external dispatch units, see the next tasks, "To create an external dispatch unit" and "To edit an external dispatch unit."

6 In the **Contact Person** box, type the name of the contact person from the external dispatch unit.

7 In the **Contact Phone #** box, type the contact person telephone number.

8 To change the **Contact Date/Time** when the external dispatch unit contacted your ROSS dispatch unit, click the **Contact Date/Time** button to change the date and time of the external dispatch contact.

9 In the **Office Reference** box, type the local office number assigned to the Incident, if desired.

10 In the **Location Name** box, type the location of the Incident.

11 Under **Enter Coordinates**, click to select the **Coordinate Type** of your choice, or click **Pick Location**, and then complete the location coordinates as appropriate.

12 On the **Select External Dispatch Unit** dialog box, search for and highlight the external dispatch unit of your choice, and then click **OK**.

*If the external dispatch unit that you want is not listed, click the **New** button and then create a new external dispatch unit. For more information about creating an external dispatch unit, see the task, "To create an external dispatch unit," later in this section.*

13 Click in the **Enter Documentation** box, and then type detailed information about the Incident as appropriate.

14 In the **Incident #** box, type the number of the Incident as assigned by the external dispatch unit.

You are setting the initial/revised Sequence Value for the selected host. The Sequence Next Value for that host will be the Incident # you entered, plus one (+ 1).

---

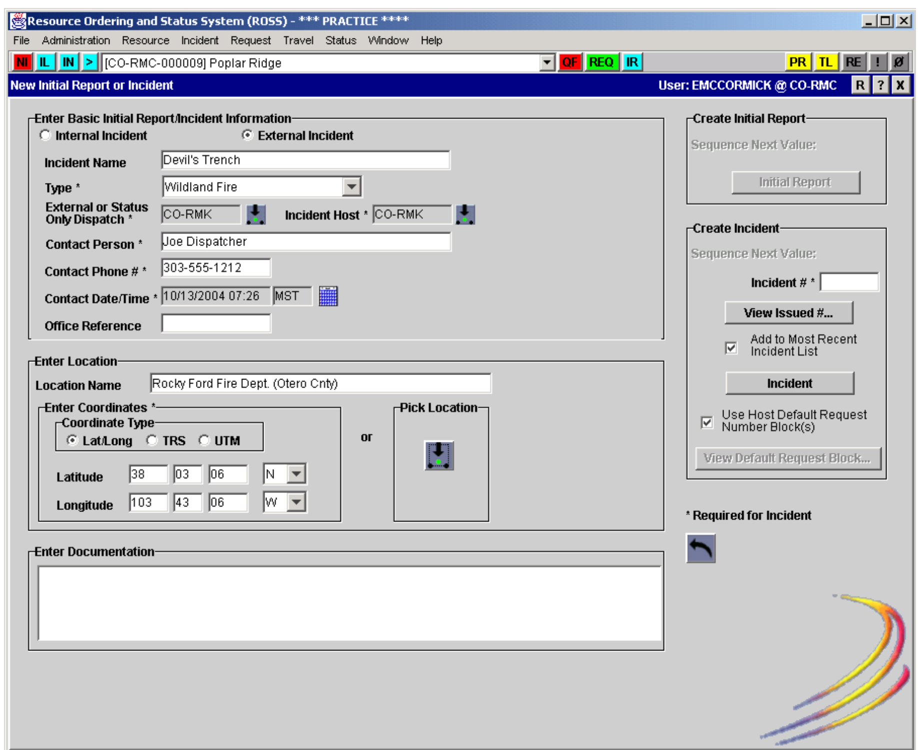
15 If you do not want the new Incident to appear in the **Most Recent Incidents** list, click to clear the **Add to Most Recent Incident List** check box.

16 If you do not want to use the default request number blocks associated with the host, click to clear the **Use Host Default Request Number Block(s)** check box.

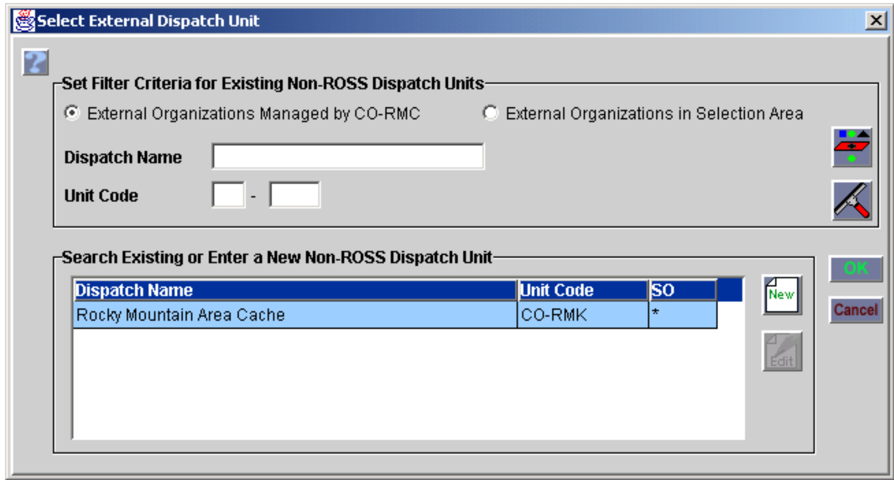
For more information about request block numbers, see "Working with the Request Blocks tab," in the section, "Completing Incident screen tabs."

17 When finished entering the external Incident information, click the **Incident** button.

The following diagram shows the New Initial Report or Incident screen for creating an external Incident.



The following diagram shows the Select External Dispatch Unit dialog box.



To create an external dispatch unit

1 On the **Incident** menu, click **Incident** or click the **IN** button.

2 Click **External Incident**, click the **Pick an External Dispatch** button, and then click **New**.

3 On the **Non-ROSS Organization** dialog box, type the name of the new external dispatch unit in the **Dispatch Name** box.

4 In the **Unit Code** box, type the **Unit Code** for the new external dispatch unit.

5 On the **Contacts** tab, click **New**, complete the **Contact Method** information as appropriate, and then click **OK**.

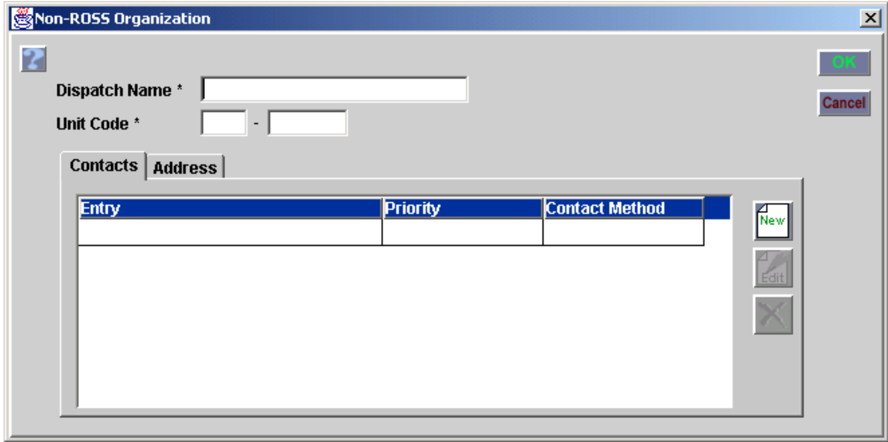
For more information about adding new contact information, see the next task, "To add new contact information."

6 Click the **Address** tab, click **New**, complete the **New Address** information as appropriate, and then click **OK**.

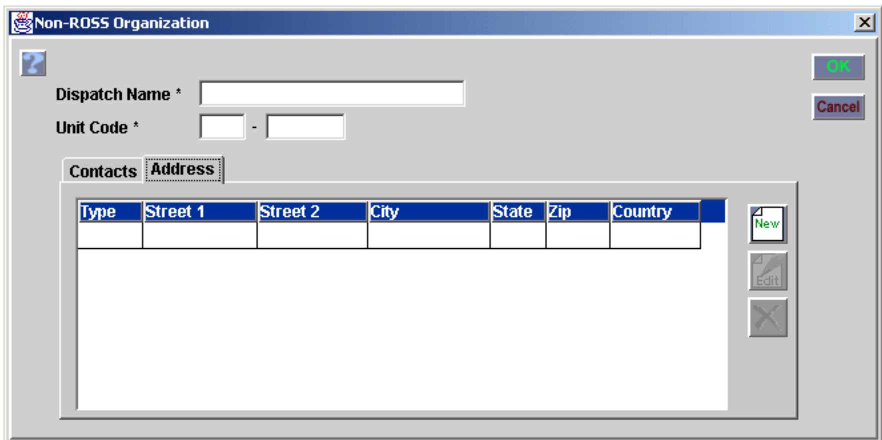
For more information about adding new address information, see the task, "To add new address information."

7 When finished, click **OK**

The following diagram shows the Non-ROSS Organization dialog box and the Contacts tab.



The following diagram shows the Non-ROSS Organization dialog box and the Address tab.



To add new contact information

1 On the **Non-ROSS Organization** dialog box on the **Contacts** tab, and then click **New**.

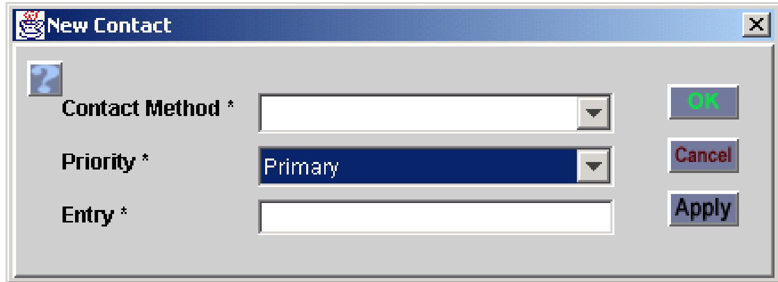
2 On the **New Contact** dialog box, click the **Contact Method** drop-down arrow and select the **Contact Method** of your choice.

3 Click the **Priority** drop-down arrow and select the **Priority** of your choice.

4 In the **Entry** box, type the appropriate entry for the new contact information.

5 Click **OK** to return to the **Non-ROSS Organization** dialog box, or click **Apply** to add the new contact information and then add another.

The following diagram shows the New Contact dialog box.



To add new address information

1 On the **Non-ROSS Organization** dialog box, click the **Address** tab, and then click **New**.

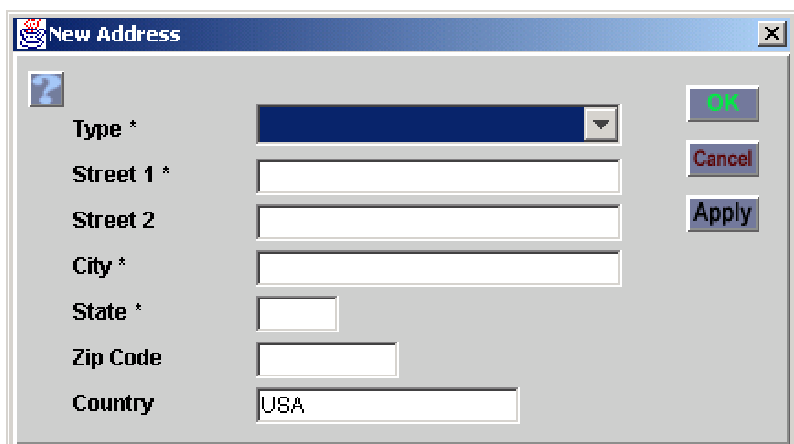
2 On the **New Address** dialog box, click the **Type** drop-down arrow and select the address type of your choice.

3 Complete the following information as appropriate

- Street 1
- Street 2
- City
- State
- Zip Code
- Country.

4 Click **OK** to return to the **Non-ROSS Organization** dialog box, or click **Apply** to add the new address information and then add another.

The following diagram shows the New Address dialog box.



To edit or delete external dispatch unit information

1 On the **Incident** menu, click **Incident** or click the **IN** button.

2 Click **External Incident**, and then click the **Pick an External Dispatch** button.

3 On the **Select External Dispatch Unit** dialog box, click to select the **Dispatch Unit** of your choice, and then click **Edit**.

4 On the **Non-ROSS Organization** dialog box, edit or delete the information of your choice, and then click **OK**.

Creating and modifying Detail Requests

A Detail is a pre-planned incident of a specific duration, and includes Prescribed Fire, Preparedness/Positioning, Special Event, and Training events. Other such events include:

- personnel assignments greater than or less than two weeks in duration
- flexible funding arrangements
- flexible travel and lodging arrangements
- personal days off without pay.

The Detailed Request screen allows you to specify what is needed for the Detail, known as "Positions," and send out that information to selected organizations to find out if those required items can be obtained. You can create a single or multiple detail requests for a Detail.

You can not create a Detail Request for Wildland Fire and Structural Fire incidents.

To create a Detail Request

You can name the Detail Request the same name as the pre-planned incident, or select another name of your choice.

1 On the **Incident** screen, open the pre-planned incident (Detail) of your choice, click the **Detail Request** button, and then click **New**.

2 To change the default name of the request, type the new **Detail Request Name** in the **Detail Request Name** box.

The Detail Request Name box is located below the Broadcast, Requests, and Cancel buttons.

3 To select **Start Date/Time** and **End Date/Time**, click the **Select Dates** button, and then select the **Start Date/Time** and **End Date/Time** of your choice.

For more information about selecting starting and ending dates/times, see, "Using the Select Dates function," in "Getting started with ROSS."

4 To add a catalog item to the Detail Request, click the **New Position** button.

5 On the **Add Positions** dialog box, click the **Catalog** drop-down arrow and select the **Catalog** of your choice.

---

*To perform a search for a position, click the **Search** tab on the **Add Positions** dialog box, type the search criteria into one or more available boxes to narrow your search, and then click the **Search** button.*

---

6 Click to select the **Category Name** and **Catalog Item Name** of your choice, and then click **OK**.

7 To specify the minimum acceptable qualification of the resource used to fill the new position, click the **Minimum Rating** button, on the **Catalog** tab click to select the **Category Name** and **Catalog Item Name** of your choice, and then click **OK**.

8 Complete the **Requirements**, **Payment**, **Radio**, **Vehicles/Contacts,** and **Duty Station/Remarks** tabs as appropriate.

For more information about completing tabs on the Detail Request screen, see the next section, "Completing Detail Request screen tabs."

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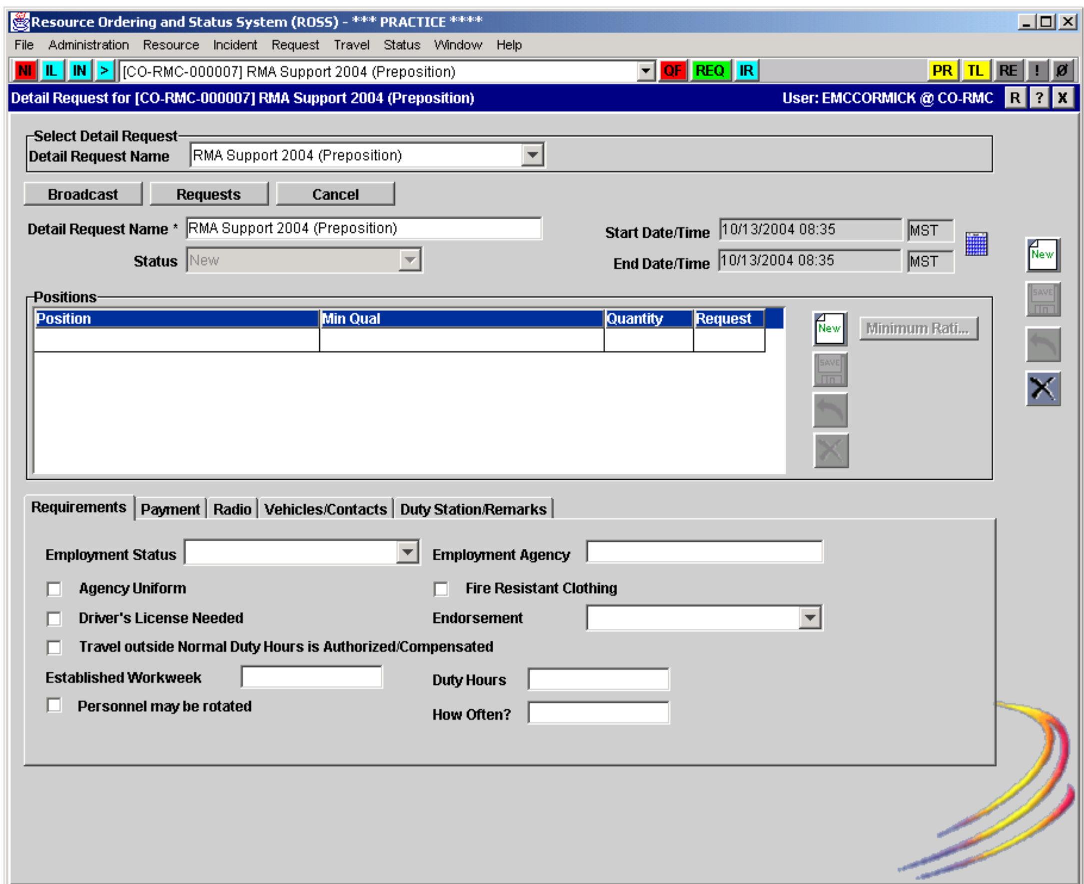
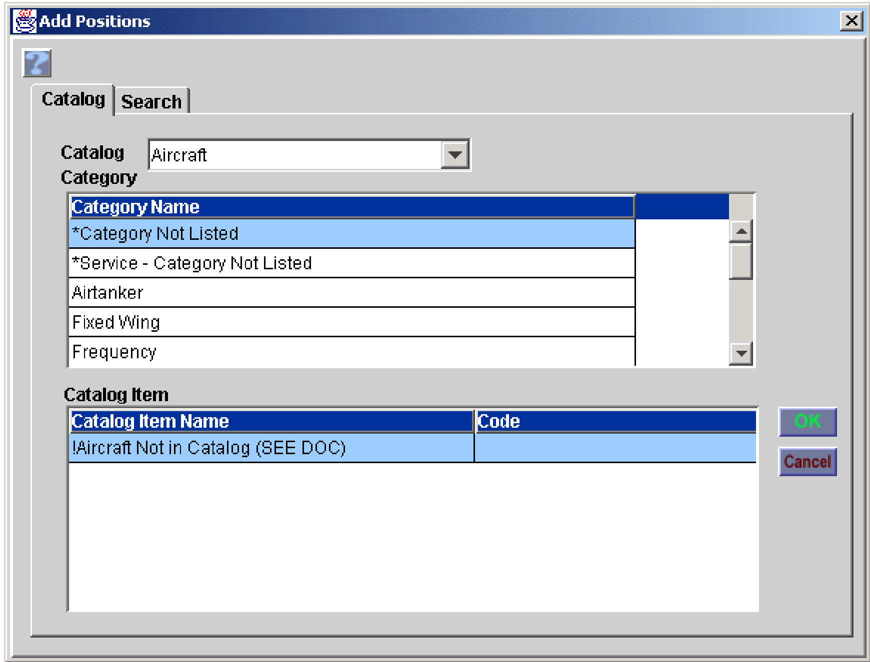
9 When finished completing all information, click **Save Detail Request**.

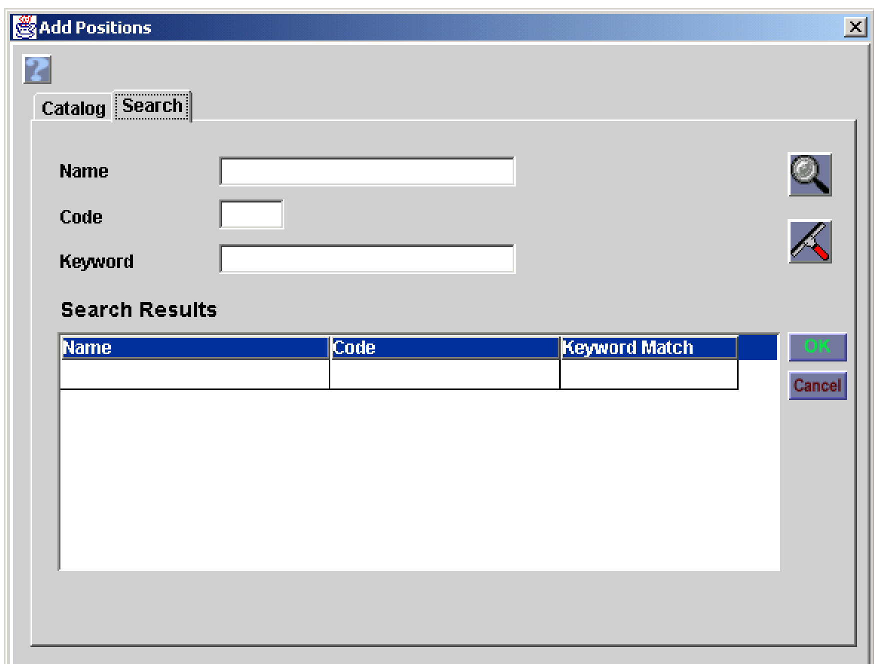
The following diagram shows the Detail Request screen.



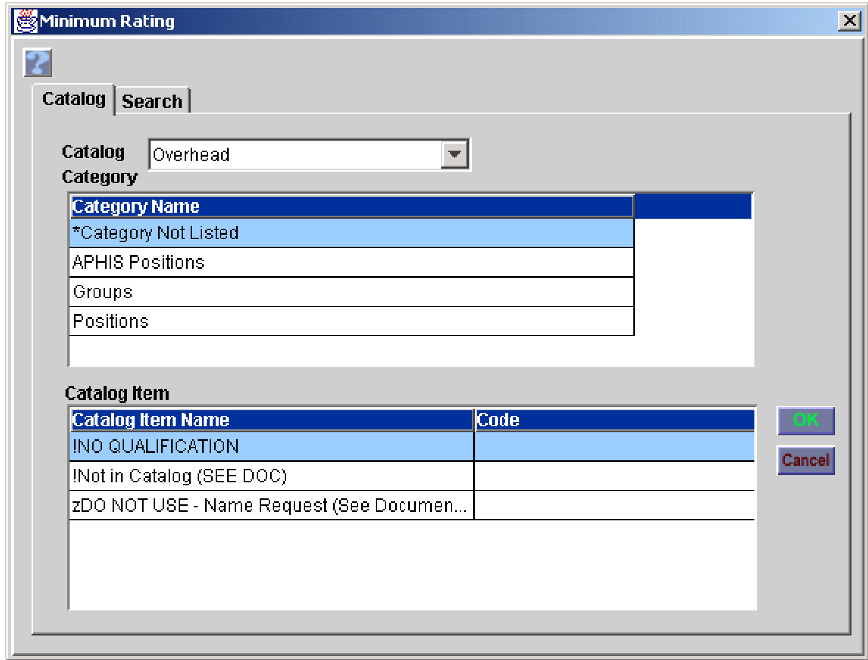
The following diagram shows the Catalog tab on the Add Positions dialog box.



The following diagram shows the Search tab on the Add Positions dialog box.



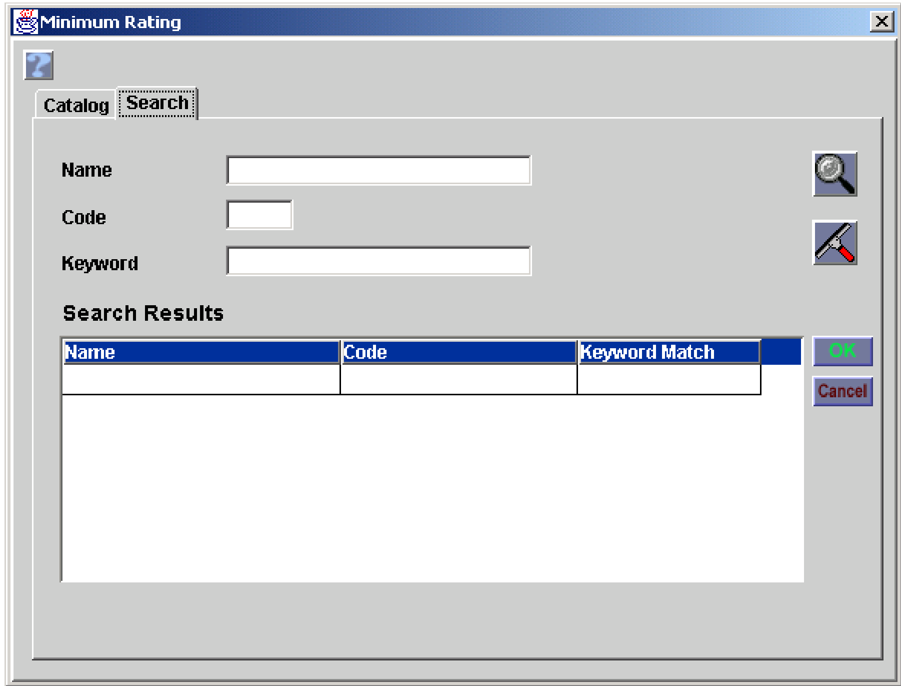
The following diagram shows the Minimum Rating dialog box.



To search for a minimum qualification for a Position on a Detail Request

1. On the **Detail Request** screen, click to select the **Position** of your choice, and then click the **Minimum Rating** button.
2. On the **Minimum Rating** dialog box, click the **Search** tab.
3. Complete the boxes to narrow your search, and then click the **Search** button.
4. Click to select the **Name** of your choice, and then click **OK**.

The following diagram shows the Search tab on the Minimum Rating dialog box.



To change the minimum qualification of a position

1 On the **Detail Request** screen under **Positions**, click to select the **Position** of your choice, and then click the **Minimum Rating** button.

2 On the **Minimum Rating** dialog box, click to select the **Category Name** and **Catalog Item Name** of your choice, and then click **OK**.

To change the quantity requested for a position

1 On the **Detail Request** screen under **Positions**, click to select the **Position** of your choice.

2 Click once in the **Quantity** box, type to replace the **Quantity** of your choice, and then click **Save Position**.

Completing Detail Request screen tabs

This section explains how to complete the tabs on the Detail Request screen, which allow you to further clarify the information on the Detail Request.

To complete the Requirements tab

1 Click the **Employment Status** drop-down arrow and select the **Employment Status** of your choice.

2 Click to select the appropriate check boxes

- Agency Uniform
- Driver’s License Needed
- Travel outside Normal Duty Hours is Authorized/Compensated
- Personnel may be rotated
- Fire Resistant Clothing.

3 In the **Established Workweek** box, type the range of weekdays considered to be the workweek for the detail.

4 For temporary worker detail requests, type the name of the employment agency in the **Employment Agency** box.

5 Click the **Endorsement** drop-down arrow and select the appropriate endorsement, as needed

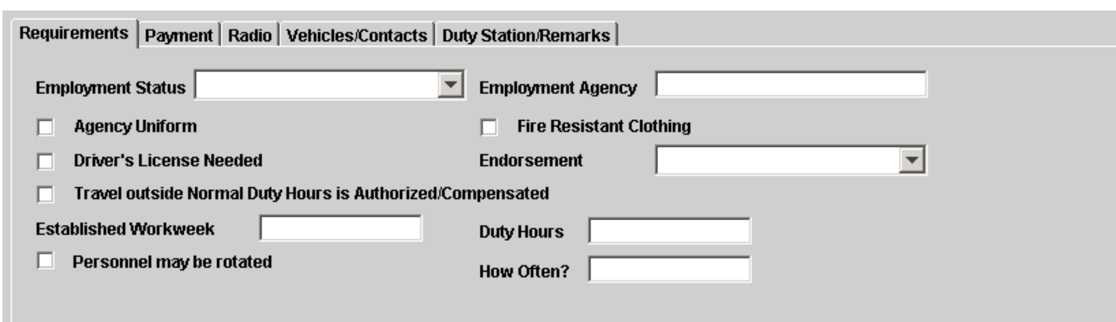
- Hazardous Materials
- Motorcycle
- Tank Vehicle
- Passenger
- Double/Triple Trailers.

6 In the **Duty Hours** box, type the number of **Duty Hours** expected for the position.

7 In the **How Often?** box, type the frequency of duty hours.

*For example, to indicate 12-hour days, 4 times per week, type “12” in the **Duty Hours** box, and then type “4xweek” in the **How Often?** box.*

The following diagram shows the Requirements tab on the Detail Request screen.



To complete the Payment tab

1 On the **Detail Request** screen, click the **Payment** tab.

2 Under **Payment**, click to select either **Sending Unit** or **Requesting Unit** to specify the responsible unit for payment

- Rotation
- Travel
- Base Salary
- PerDiem
- Mileage
- F.O.R.

3 Click to select the appropriate check boxes

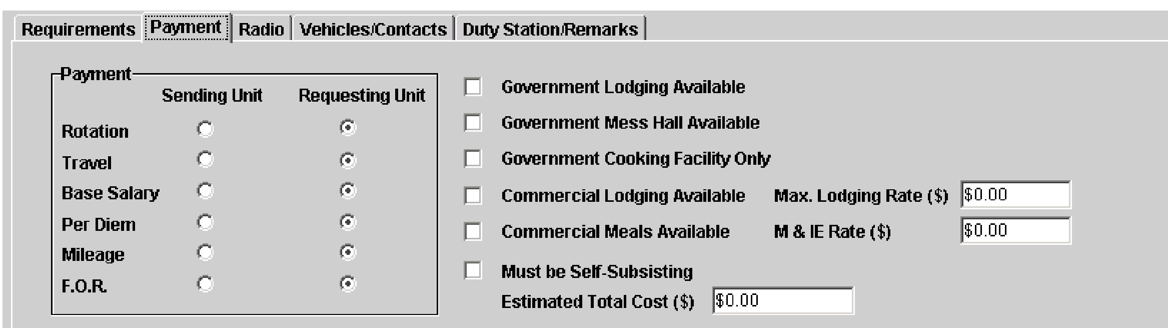
- Government Lodging Available
- Government Mess Hall Available
- Government Cooking Facility Only
- Commercial Lodging Available
- Commercial Meals Available
- Must be Self-Subsisting.

4 For **Commercial Lodging Available**, type the maximum rate that will be reimbursed, in dollars, in the **Max. Lodging Rate ($)** box.

5 For **Commercial Meals Available**, type the maximum rate that will be reimbursed, in dollars, in the **M & IE Rate ($)** box.

6 For **Must be Self-Subsisting**, type the maximum rate that will be reimbursed, in dollars, in the **Estimated Total Cost ($)** box.

The following diagram shows the Payment tab on the Detail Request screen.



To complete the Radio tab

1 On the **Detail Request** screen, click the **Radio** tab.

2 If radios are needed for the detail, click to select the **Radios Needed** check box, and then click **New**.

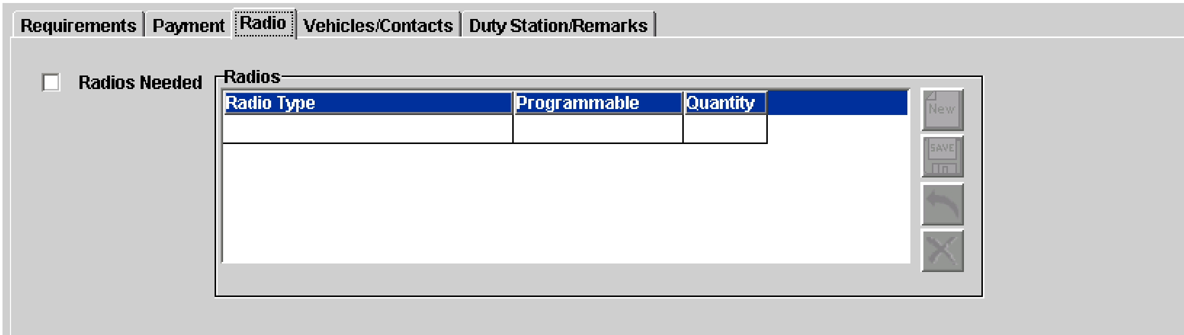
3 Under **Radios**, click in the **Radio Type** box, and then type the **Radio Type**.

4 Click in the **Programmable** box, and then click the drop-down arrow to select **Yes** or **No** for a programmable radio.

5 Click in the **Quantity** box, and then type the **Quantity** of your choice.

6 When finished, click **Save**.

The following diagram shows the Radio tab on the Detail Request screen.



To change radio information

1 On the **Detail Request** screen, click the **Radio** tab.

2 Under **Radios**, click to select the **Radio Type** of your choice.

3 Click to select the **Radio Type**, **Programmable**, and/or **Quantity** box, and then modify the information as appropriate.

4 When finished, click **Save**.

To delete a Radio Type

1 On the **Detail Request** screen, click the **Radio** tab.

2 Under **Radios**, click to select the **Radio Type** of your choice, and then click **Delete**.

3 On the **Confirm Deletion** dialog box, click **Yes** to confirm or click **No** to cancel.

To complete the Vehicles/Contacts tab

1 On the **Detail Request** screen, click the **Vehicles/Contacts** tab.

2 In the **Vehicle Type** box, type the **Vehicle Type** of your choice.

3 Click to select the appropriate check boxes, and then type the appropriate **Quantity** for each selected check box

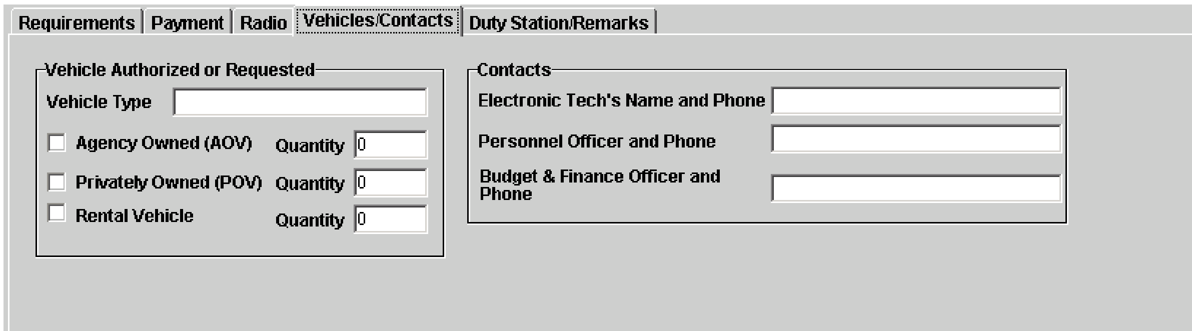
- Agency Owned
- Privately Owned
- Retal Vehicle.

4 In the **Electronic Tech's Name and Phone** box, type the name of the contact person and their phone number.

5 In the **Personnel Officer and Phone** box, type the name of the personnel officer and their phone number.

6 In the **Budget & Finance Officer and Phone** box, type the name of the budget and finance officer and their phone number.

The following diagram shows the Vehicles/Contacts tab on the Detail Request screen.



To complete the Duty Station/Remarks tab

1 On the **Detail Request** screen, click the **Duty Station/Remarks** tab.

2 In the **Requesting Unit's E-mail Address** box, type the email address of the requesting unit's contact person.

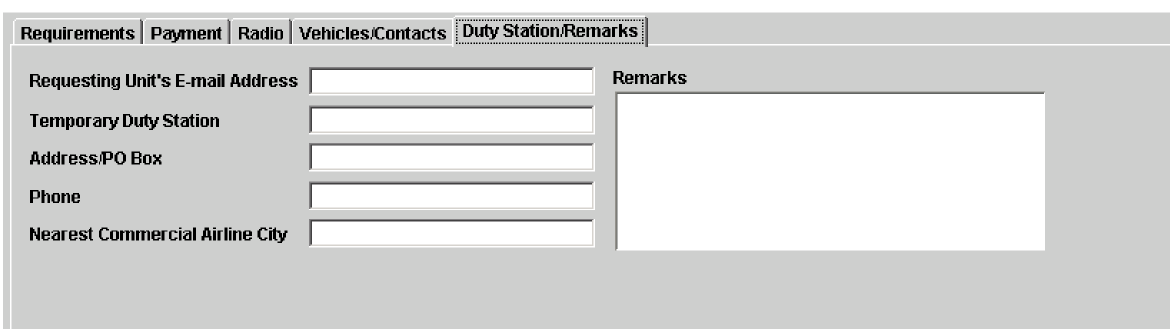
3 In the **Temporary Duty Station**, type the name of the temporary duty station.

4 In the **Address/PO Box** box, type the complete street address of the temporary duty station.

5 In the **Phone** box, type the area code and telephone number of the temporary duty station.

6 In the **Nearest Commercial Airline City**, type the name of the city that has a commercial airport nearest to the temporary duty station.

The following diagram shows the Duty Station/Remarks tab on the Detail Request screen.



Broadcasting a Detail Request

The Broadcast button allows you to email Detail Requests to a specific selection area or GACC.

Your organization, and each organization defined in your selection area or GACC must have a primary email address defined in ROSS.

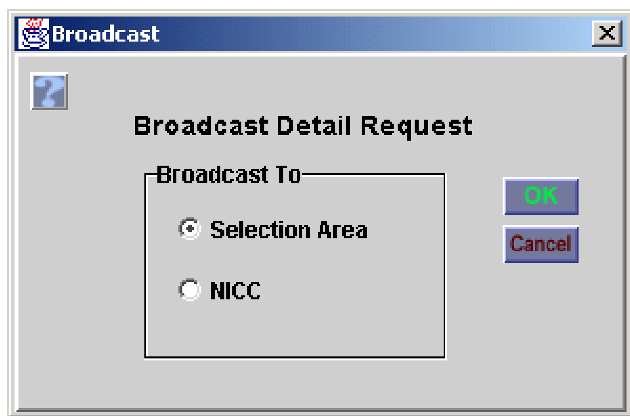
You do not have to broadcast a Detail Request.

To broadcast a Detail Request

1 On the **Incident** screen, open the pre-planned incident (Detail) of your choice, click the **Detail Request** button, and then click **Broadcast**.

2 On the **Broadcast** dialog box, click to select **Selection Area** or **GACC** as appropriate, and then click **OK**.

The following diagram shows the Broadcast dialog box.



Generating a Resource Request

You can generate a Resource Request for each Detail Request Position.

Once you generate a Resource Request for a Detail Request, you cannot cancel the Detail Request.

To generate a Resource Request from a Detail Request

1 On the **Detail Request** screen, select the **Detail Request** of your choice, and then click the **Requests** button.

2 To review the pending request, click **Pending Request** on the **Request** menu, and then search for the pre-planned incident (Detail) of your choice.

Creating Incident Lists

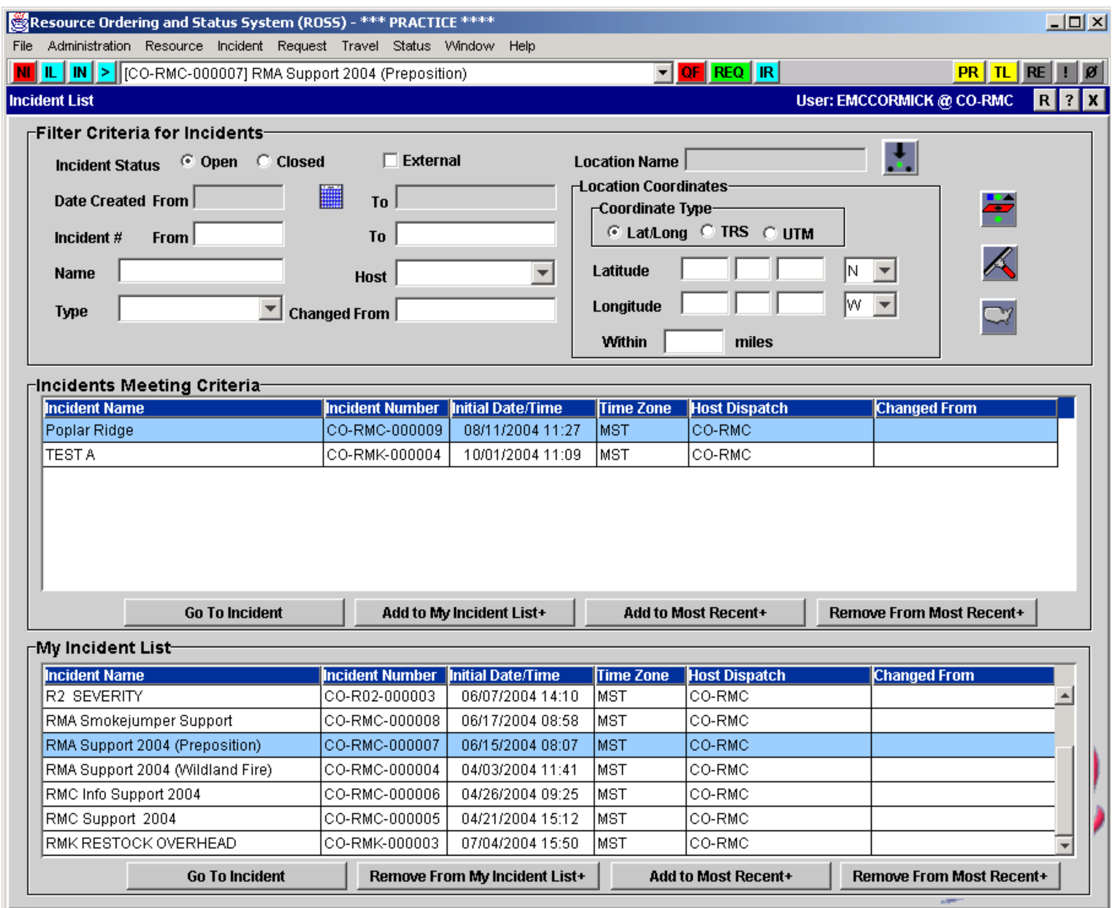
The Incident List screen allows you to create a list of local Incidents that may be of particular interest and allows you to add local Incidents to your Most Recent Incidents drop-down list.

Remember, a local Incident is one created by your organization, and may be internal or external.

To access the the Incident List screen

- On the **Incident** menu, click **Incident List** or click the **IL** button.

Incident List screen



To view all Incidents that meet certain criteria

1 Under **Filter Criteria for Incidents**, type into or select information for as many boxes as possible to narrow your search

- Under **Incident Status**, click **Open** or **Closed**.
- Click the **External** check box to search for external incidents only.

- Under **Date Created**, click the Select Dates button and then specifiy the period of time when the incidents were created.
- In the **Incident # From** and **To** boxes, type the specific number or range of numbers of the Incidents.
- In the **Incident Name** box, type the name of the incident.
- Click the **Host** drop-down arrow, and then select the **Incident Host** of your choice.
- Click the **Type** drop-down arrow, and then select the **Incident Type** of your choice.
- For Incidents that have a changed host or Incident number, type the previous **Incident Number** in the **Changed From** box.
- To select a location, click the **Pick** button, search for and locate the **Location Name** of your choice on the **Choose Location** dialog box, and then click **OK** to return to the **Incident List** screen.
- To enter location coordinates, click the **Coordinate Type** of your choice, complete the appropriate boxes, and then type the distance in the **Within ___ Miles** box, from 2 to 10 miles.

2 When finished completing the criteria of your choice, click the **Filter** button.

Incidents that meet your filter criteria display under ***Incidents Meeting Criteria****.*

To display information for a selected Incident

1 Under **Incidents Meeting Criteria**, highlight to select the **Incident Name** of your choice, and then click the **Go to Incident** button.

2 To return to the **Incident List** screen from the **Incident** screen, click the **Close Current Screen** button.

To add an Incident to My Incident List

Adding Incidents to My Incident List has no impact to any other ROSS functions or screen. Its only use is to help you quickly view and organize Incidents that are of particular interest.

- Under **Incidents Meeting Criteria**, highlight to select the **Incident Name** of your choice, and then click the **Add to My Incident List+** button.

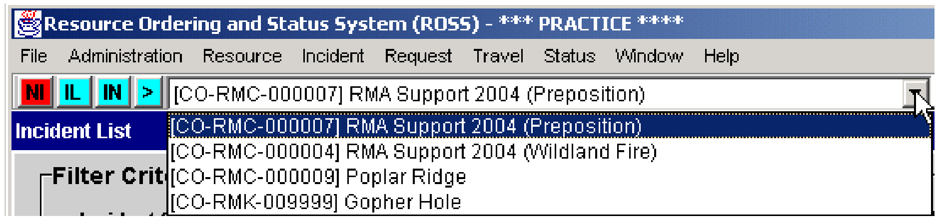
To remove an Incident from your Incident List

- Under **My Incident List**, highlight to select the **Incident Name** of your choice, and then click the **Remove From My Incident List** button.

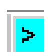
To add an Incident to your Most Recent Incidents drop-down menu

- Under **Incidents Meeting Criteria** or under **My Incident List**, highlight to select the **Incident Name** of your choice, and then click the **Add to Most Recent** button.

The following diagram shows two Incidents on the Most Recent Incidents drop-down toolbar menu.



To switch between local Incidents



1. On the **Most Recent Incidents** drop-down toolbar menu, highlight to select the **Incident** of your choice.
2. On the ROSS toolbar, click the **Show/Update Incident context of the current screen** button.

*This button is located to the right of the **IN** button, next to the **Most Recent Incidents** drop-down toolbar menu.*