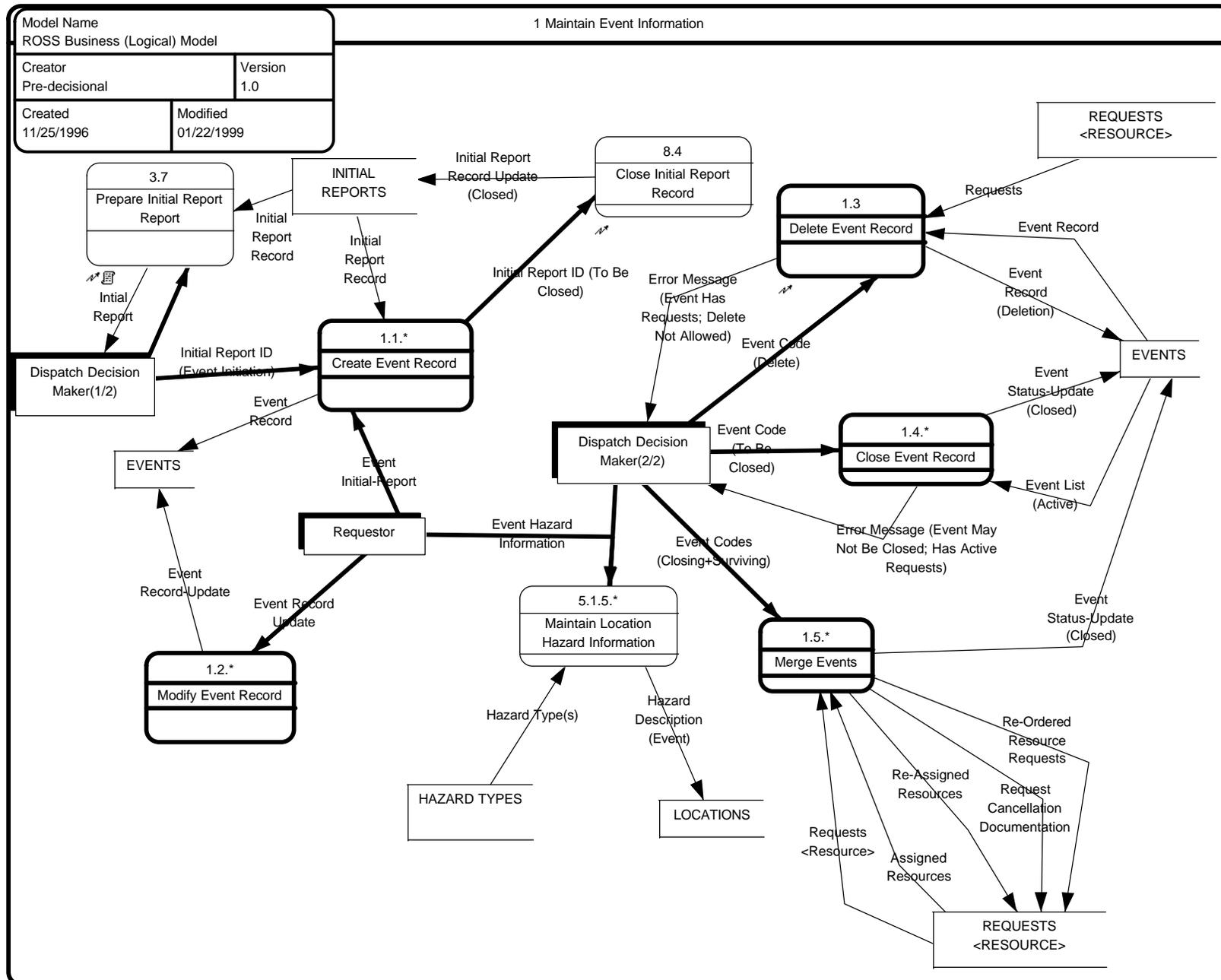
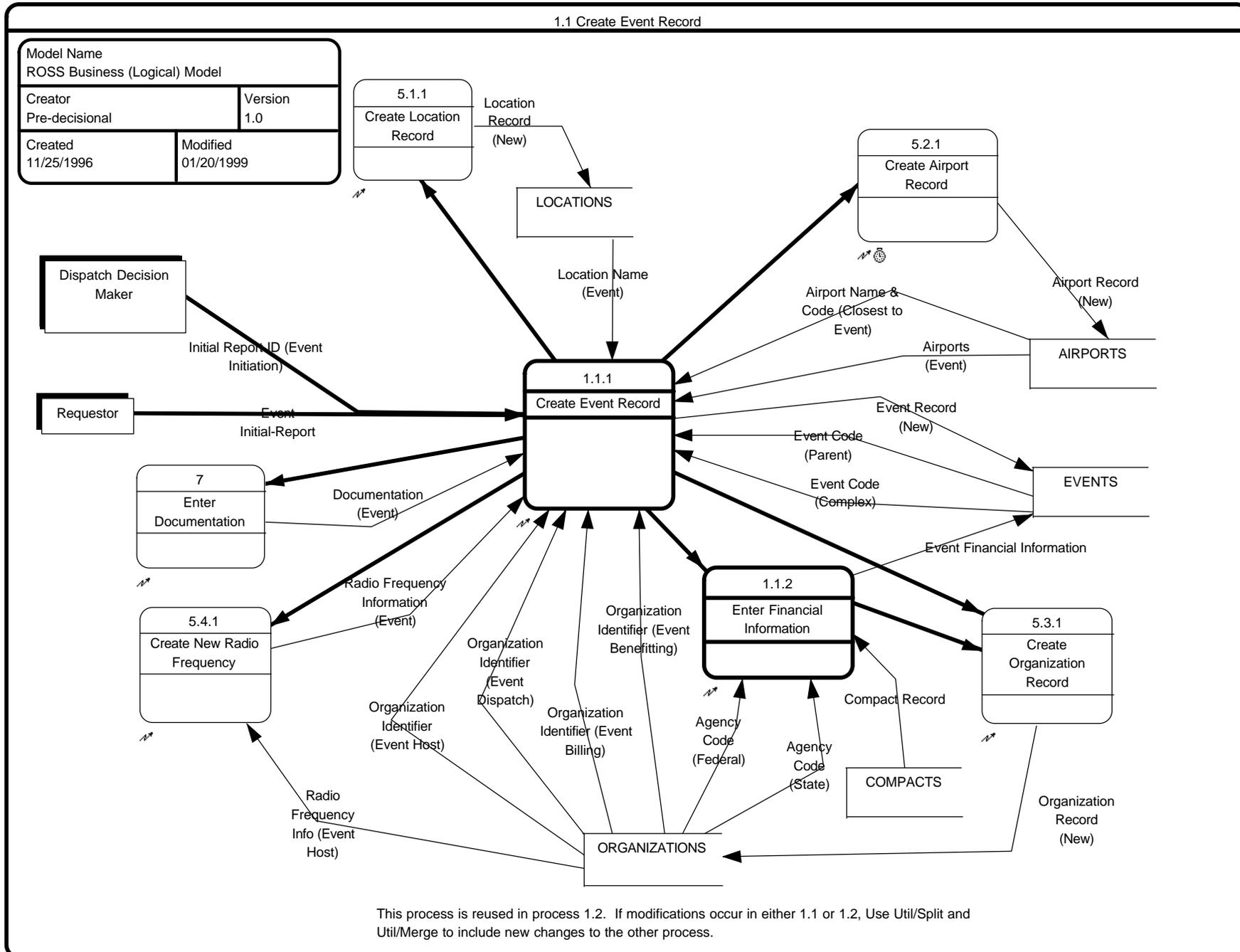


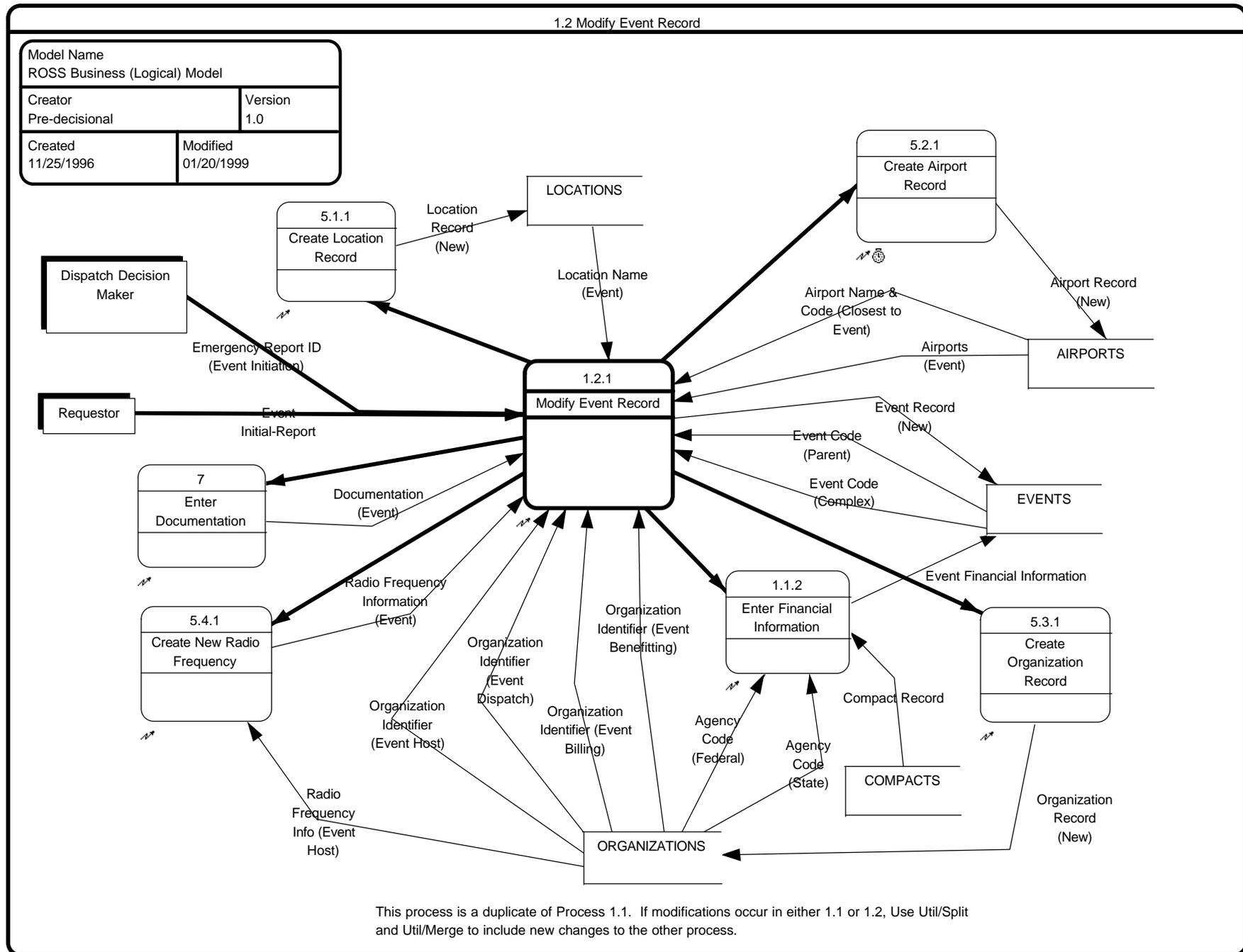
Process 1 Maintain Event Information



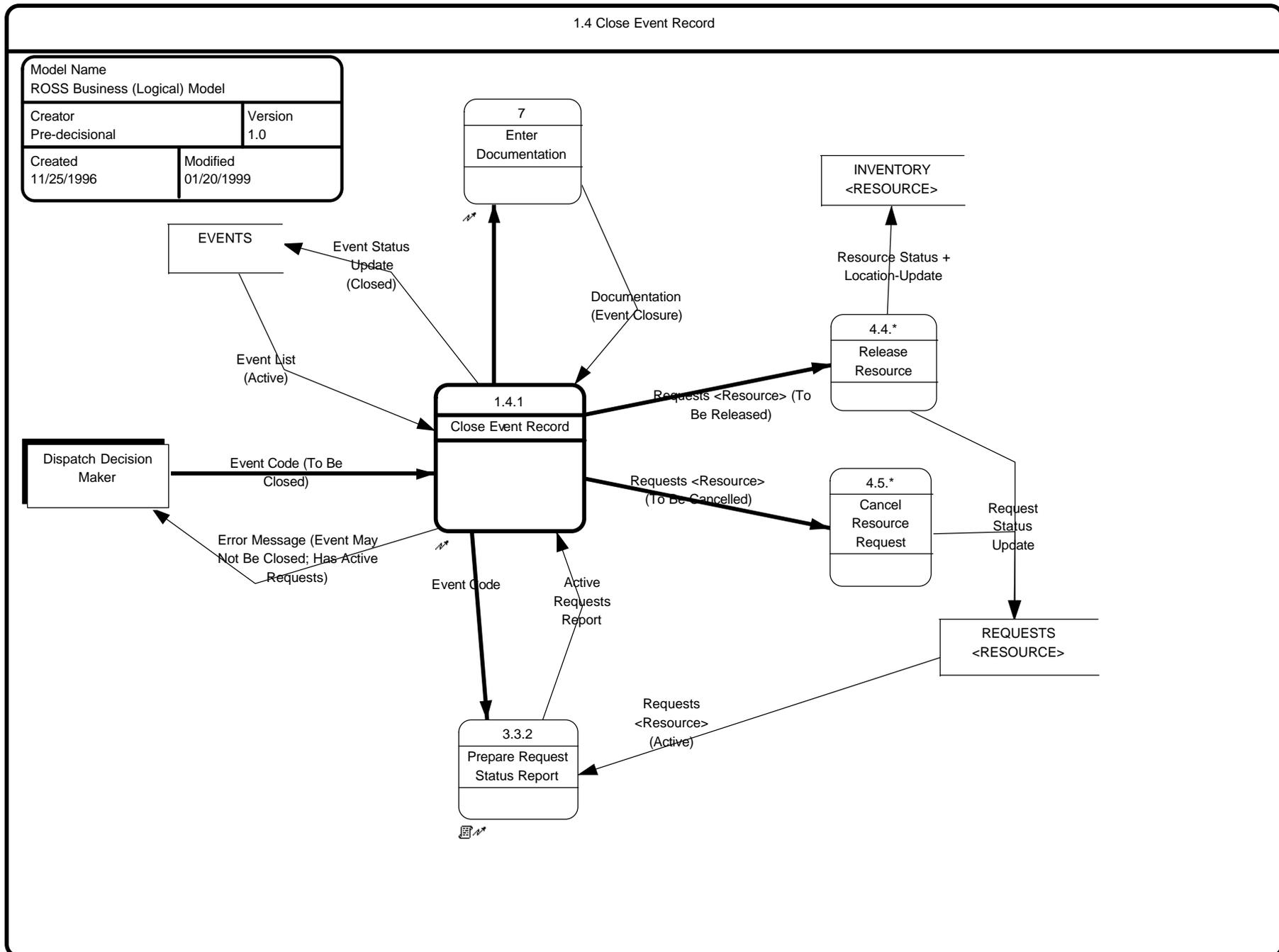
Process 1.1 Create Event Record



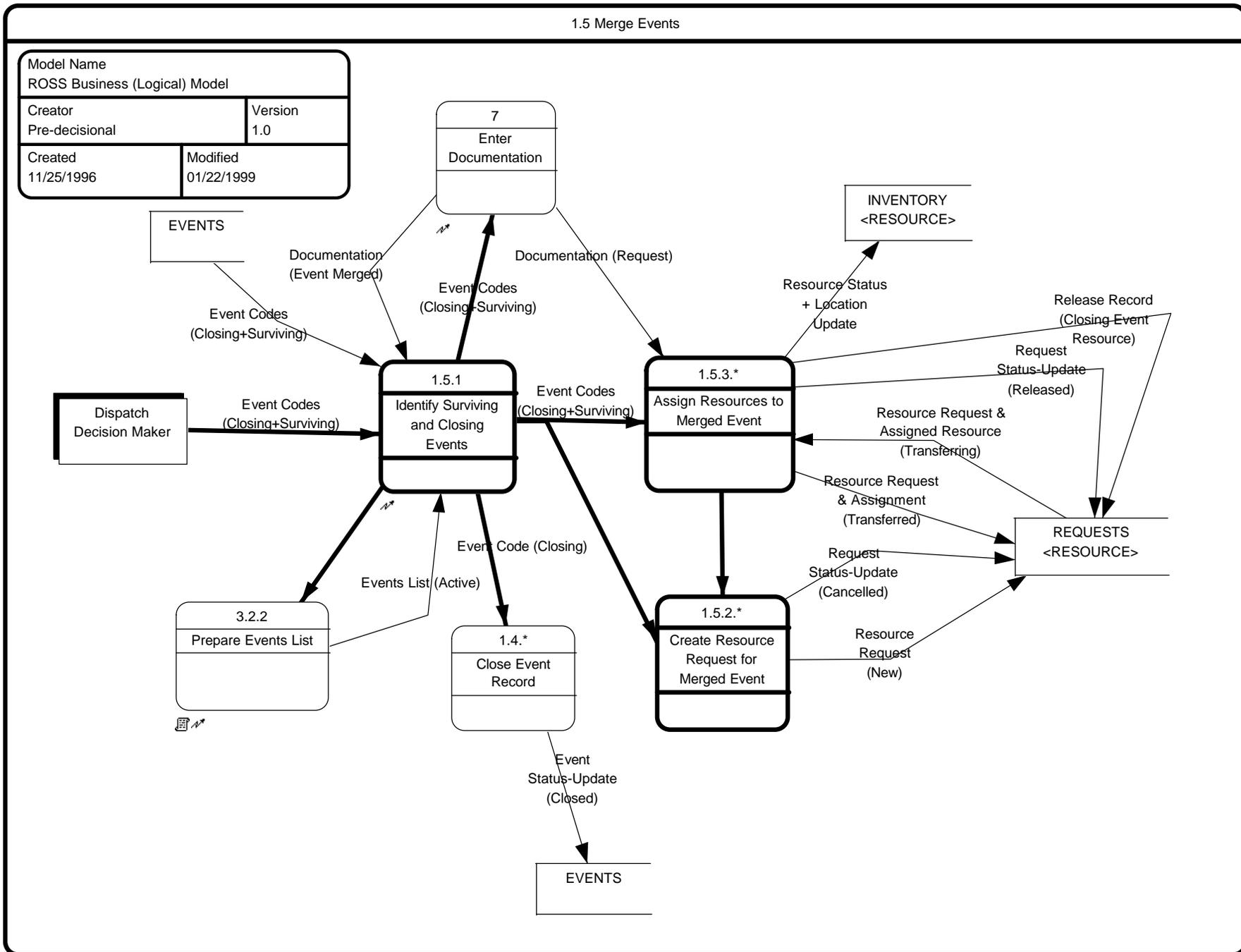
1.2 Modify Event Record



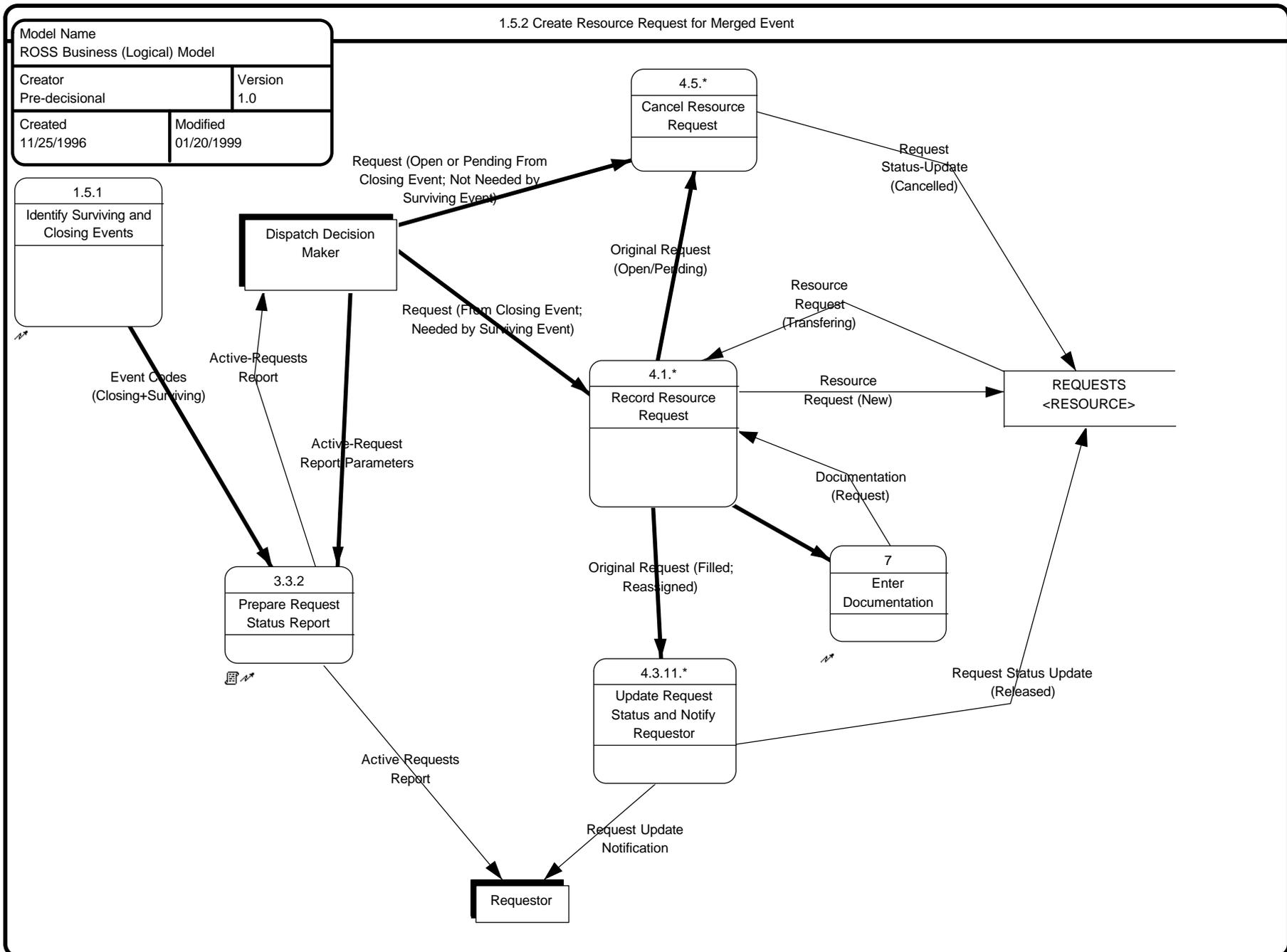
1.4 Close Event Record



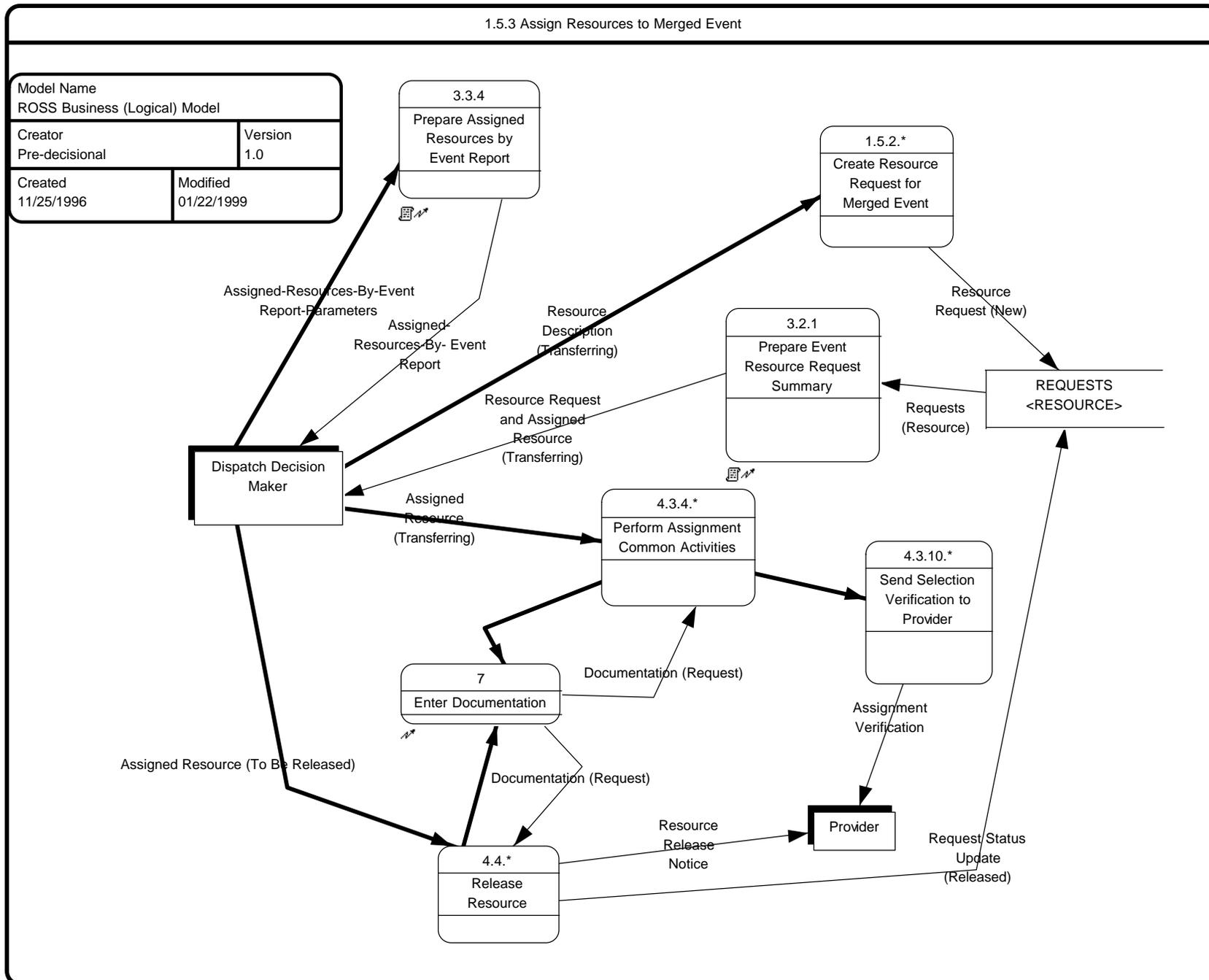
1.5 Merge Events



1.5.2 Create Resource Request for Merged Event



1.5.3 Assign Resources to Merged Event



1 Maintain Event Information

The purpose of the process is to depict all of the operations in the life cycle of an event.

This process is triggered by an EVENT INITIAL REPORT. The EVENT INITIAL REPORT is used to initiate a process to formally create an event whose existence, jurisdiction, and location has been already been validated. The Dispatch Decision Maker can request a report of Initial Reports via the [3.7 Prepare Initial Report Report](#) process.

All subsequent processes are used to modify, close, or delete an event.

1. If an *EVENT INITIAL REPORT* is received from a reporting person (Requestor), or an *INITIAL REPORT ID (EVENT INITIATION)* is received from the Dispatch Decision Maker who decided that an INITIAL REPORT should be elevated to an event,
 - A. Perform the [1.1 Create Event Record](#) process.
 - B. If the requestor or the Dispatch Decision Maker wishes to create the event record using an existing Initial Report, use the information from the Initial Report to create the event and then perform the [8.4 Close Initial Report Record](#) process.
2. If the requestor wishes to modify an existing event record,
 - A. Perform the [1.2 Modify Event Record](#) process.
3. If the requestor wishes to add, or alter any hazards or conditions that may affect the delivery of resources to an event or affect resource operations at an event,
 - A. Perform the [5.1.5 Maintain Location Hazard Information](#) process.
4. If the Dispatch Decision Maker wishes to delete an event record,
 - A. Perform the [1.3 Delete Event Record](#) process. Only event records that do not have any associated resource requests may be deleted.
5. If the Dispatch Decision Maker wishes to close an event record,
 - A. Perform the [1.4 Close Event Record](#) process. An event may be closed because:
 - 1) the event is completed and all resources have been demobilized,
 - 2) the event is being merged with another event,
 - 3) management has decided to close the event,
 - 4) etc.
6. If the Dispatch Decision Maker wishes to consolidate event records to merge multiple events into a single event (e.g., two twin events into one event on the same unit, or one event identified to two separate dispatch offices),
 - A. Perform the [1.5 Merge Events](#) process.

1.1 Create Event Record

This process is intended to record a new event into the **EVENTS** store. This process can be triggered by either: 1) A Requestor who provides the Event Initial Report; or 2) the Dispatch Decision Maker who has determined that an Initial Report should be converted to an Event.

It is assumed that all validation (jurisdiction, credibility, etc.) has occurred prior to entering the records.

If an Initial Report is associated with this event, the INITIAL REPORT will be utilized to create the EVENT RECORD, and then the INITIAL REPORT will be "Closed".

1. Enter Event Record Items:
 - A. If an INITIAL REPORT RECORD exists in the **INITIAL REPORTS** store, retrieve *INITIAL REPORT RECORD* to provide input for this process.
 - B. Enter the following:
 - 1) EVENT CODE, which is made up of the following:
 - a) ORGANIZATION IDENTIFIER (EVENT HOST)
 - 1 - Select the appropriate *ORGANIZATION IDENTIFIER (EVENT HOST)* from the **ORGANIZATIONS** store. The event host is the cooperating wildland fire organizational unit responsible for management of the event.
 - b) EVENT LOCAL IDENTIFIER which is a local tracking number assigned by the event host dispatch office.
 - c) EVENT IDENTIFIER which is a sequential number system generated by ROSS.
 - 2) EVENT NAME which is originated by the dispatch office.
 - 3) If this event is complexed into a group of two or more events,
 - a) Retrieve and enter the *EVENT CODE (COMPLEX)* from the **EVENTS** store, under which the event will function.
 - 4) If this event is the result of another event and there is a need to link these two events together:
 - a) Retrieve and enter the *EVENT CODE (FOLLOW-ON PARENT)* from the **EVENTS** store.

Usability: The EVENT CODE consists of 1) Organization ID (Event Host), 2) Event Local Identifier, and 3) Event Identifier. The only data item that is truly needed to uniquely identify the record is the Event Identifier, which is system generated, nationally, by ROSS. The Organization Identifier and the Local Identifier are included because the dispatch community is used to having this information available. Alternate query of the EVENT store by the LOCAL IDENTIFIER must be accommodated in design.

- 5) EVENT CATEGORY
 - a) If an INITIAL REPORT RECORD exists, use the EVENT CATEGORY and check it for accuracy, otherwise,
 - b) Enter the *EVENT CATEGORY* from the **EVENT TYPES** store that best describes the event, based on the requestor's description of the event.
- 6) Select the *ORGANIZATION IDENTIFIER (EVENT BENEFITTING)* from the **ORGANIZATIONS** store to indicate the dispatch office that will benefit from support for the event.

Usually the dispatch office entering the event record will also be the Benefiting Office. In some cases, however, the actual benefiting organization may be a private, foreign, or non-fire cooperator organization.
- 7) If the ORGANIZATION (EVENT BENEFITTING) is a foreign country,
 - a) Enter ORGANIZATION ID (FOREIGN REPRESENTATIVE) to indicate the agency representing the foreign country (e.g. Department of State)
- 8) Select the *ORGANIZATION IDENTIFIER (EVENT DISPATCH)* from the **ORGANIZATIONS** store to indicate the dispatch office that will provide support for the event.

Default is the ORGANIZATION IDENTIFIER (EVENT HOST). Each organization has a designated dispatch office. Usually the dispatch office entering the event record will also be the Event Dispatch Office. In rare cases, dispatch responsibilities may be passed to another dispatch office.
- 9) Select the *ORGANIZATION IDENTIFIER (EVENT BILLING)* from the **ORGANIZATIONS** store, which identifies the organization to which bills should be sent.

Default is the ORGANIZATION IDENTIFIER (EVENT HOST). In most cases, the event billing organization is the same as event host; however, sometimes an event can be sponsored by a non-cooperator organization and the host organization wants the bills sent directly to the sponsor.

 - a) If the event billing organization does not exist in the **ORGANIZATIONS** store, perform the [5.3.1 Create Organization Record](#) process to include *ORGANIZATION RECORD (NEW)*.
- 10) EVENT FINANCIAL CODE INFORMATION (if known). Each Federal agency can have only one finance code per event. States can have multiple codes as in the case of a state activating a compact and assigning a regular event finance code for that state. For each identified FINANCIAL CODE:
 - a) Perform [1.1.2 Enter Financial Information](#)
- 11) FINANCIAL CODE (NON-COOPERATOR CROSS REFERENCE):
 - a) If the ORGANIZATION ID (BENEFITING) is not a wildland fire cooperator, and the benefiting organization provides its own internal financial code (which doesn't mean anything to wildland fire cooperators),
 - 1 - Enter FINANCIAL CODE (NON COOPERATOR CROSS

REFERENCE).

- 12) CONTACT INFORMATION (EVENT) which provides the name, address, and/or telephone number of the person who should be contacted regarding the event. This is often, but not always a government employee.
 - 14) EVENT STATUS. Default is "Active".
 - 15) EVENT DATES which includes the:
 - a) EVENT STARTING DATE+TIME; If an INITIAL REPORT exists, use the initial report creation DOCUMENTATION DATE+TIME as a default EVENT STARTING DATE+TIME; the user may overwrite this default value.
 - b) EVENT ESTIMATED END DATE+TIME.
 - 16) LOCATION NAME (EVENT) from the **LOCATIONS** store.
 - a) If the event is occurring at a location that does not already exist in the **LOCATIONS** store,
 - 1 - Perform the [5.1.1 Create Location Record](#) process to create *LOCATION RECORD (NEW)*.
 - 17) Retrieve the *AIRPORTS [EVENT]*, if applicable, to indicate where aircraft in support of the event will be directed. These codes will be used as defaults for the delivery point for aircraft requests. Use the EVENT LOCATION COORDINATES to select the *AIRPORT NAMES AND CODES (CLOSEST TO EVENT)* from the **AIRPORTS** store.
 - a) Select AIRPORT CODE where Jet Aircraft will land.
 - b) Select AIRPORT CODE where Charter Aircraft will land.
 - c) Select AIRPORT CODE where Air Tanker Base is located.
 - 18) RADIO FREQUENCIES INFORMATION (EVENT);
 - a) Default for the radio frequencies for an event is frequencies assigned to the EVENT HOST ORGANIZATION.
 - b) If a new frequency is needed, perform the [5.4.1 Create New Radio Frequency](#) process.
 - 19) DOCUMENTATION (EVENT) (required):
 - 1) Perform the [7 Enter Documentation](#) process to document information about the event creation activity (recording person, etc.) and include any additional information about the event. (DOCUMENTATION CATEGORY = EVENT CREATION.)
 - b) Enter *DOCUMENTATION (EVENT)*.
2. Record the EVENT RECORD in the **EVENTS** store.

1.1.2 Enter Financial Information

This process allows the user to enter the Financial Codes (for Federal or State agencies) provided by the agency finance organization; or the Compact Name for State organizations for which a Compact Agreement is active.

1. If the financial information is for a federal wildland fire cooperator:
 - A. Retrieve the *FEDERAL AGENCY CODE* from the **ORGANIZATIONS** store.
 - 1 - Enter the FEDERAL AGENCY CODE
 - 2 - Enter the FINANCIAL CODE (EVENT) as provided by the organization finance office.
2. If the financial information is for a State Organization which is *not* operating within an active Compact Agreement,
 - A. Retrieve the COMPACT ACTIVE FLAG from the **COMPACTS** store for the compact in which the state is a participant, if applicable.
 - B. If the COMPACT ACTIVE FLAG = "No",
 - 1) Retrieve the *STATE AGENCY CODE* from the **ORGANIZATIONS** store.
 - a) Enter the STATE ORGANIZATION CODE,
 - 1 - If event billing organization does not exist in the **ORGANIZATIONS** store,
 - a - Perform the [5.3.1 Create Organization Record](#) process to include *ORGANIZATION RECORD (NEW)*.
 - 2) Enter the FINANCIAL CODE (EVENT) as provided by the organization finance office.
 - C. If the COMPACT ACTIVE FLAG = "Yes",
 - 1) A state financial code is not required, since the compact will be used instead.
3. Enter the *FINANCIAL INFORMATION (NEW)* into the **EVENTS** store.

1.2 Modify Event Record

This process should be used to make changes to the event record. Changes may occur at any time. Any change will be documented in the DOCUMENTATION (EVENT) which includes the date/time of the change and information regarding who made the change.

This process basically the same as [1.1 Create Event Record](#), with the exception that when modifying an event record, the EVENT IDENTIFIER may not be changed.

1. Create the EVENT RECORD (UPDATE) which consists of all the EVENT RECORD fields, except the EVENT CODE, which may not be changed.
 - A. Refer to the [1.1 Create Event Record](#) for details on how to complete each field.
 - B. For each field that is modified,
 - 1) Enter DOCUMENTATION TEXT that says "<XXX> Changed from <old>_to <new>" where <XXX> is the field being changed, <old> indicates the data value prior to update and <new> represents the data value after update.
 - 2) Perform the [7 Enter Documentation](#) process to enter DOCUMENTATION (EVENT)
2. Send *EVENT RECORD (UPDATE)* to the **EVENTS** store.

1.3 Delete Event Record

This process deletes event records. Only event records that do not have any associated resource requests may be deleted. If an erroneous event has been created with resource requests, the event record can be closed (but not deleted), and documentation entries must be made to explain the situation.

1. Receive *EVENT CODE (DELETE)* from the Dispatch Decision Maker.
2. Select the appropriate *EVENT RECORD* from the **EVENTS** store.
3. Check for the existence of resource requests for the event.
 - A. Retrieve *REQUESTS* for the Event from the **REQUESTS** store.
 - 1) If any Requests exist, cancel the delete action, notify the user that the record may not be deleted, but it may be closed.
 - 2) If no Requests exist,
 - a) Enter *EVENTS RECORD (DELETION)* to update the **EVENTS** store to remove the event that corresponds to the selected EVENT CODE.

1.4 Close Event Record

This process closes an event record. An event may be closed because: 1) the event is completed and all resources have been demobilized 2) the event is being merged with another event or 3) management has decided to close the event. The only event records that can be closed are events that do not have any active resource requests.

1. Receive *EVENT CODE (To be Closed)* from the Dispatch Decision Maker.
2. Select the event(s) to be closed from a list of *EVENT LIST (ACTIVE)* from the **EVENTS** store.
3. Determine if the Event has any active resource requests. For each event;
 - A Retrieve the *ACTIVE REQUESTS REPORT* from [3.3.2 Prepare Request Status Report](#) process
 - 1) For each "Active" request (a resource request is considered "Active" if its REQUEST STATUS is not "Canceled", "Unable To Fill", or "Released", or (for supply requests) "Filled-Closed").
 - a) If the REQUEST STATUS = "Open", "Pending", or "Selected",
 - 1- If it is determined that the request should be canceled,
Perform the [4.5 Cancel Resource Request](#) process
 - b) If the REQUEST STATUS = "Filled", or "Filled with Pre-positioned Resource":
 - 1 - If it is determined that the resource should be (or has been) released,
Perform the [4.4 Release Resource](#) process.
 - c) If it is determined that any of the "Active" requests should remain,
 - 1 - Inform the Dispatch Decision Maker that the event cannot be closed due to active requests.
 - 2) If the Event does not have any active requests,
 - a) Change EVENT STATUS to "Closed".
 - b) Perform the [7 Enter Documentation](#) process to enter the reason the event is being closed. This is mandatory since the documentation block contains the date/time of the action. DOCUMENTATION CATEGORY = "Event Closure".
 - c) Send *EVENT STATUS UPDATE (CLOSED)* to the **EVENTS** store.

1.5 Merge Events

This process is used to merge multiple events into a single event (e.g., two events into one event on the same unit, or one event identified to two separate dispatch offices). All events must already exist within ROSS prior to their selection for the merge operation.

Data integrity: If the host dispatch offices of the events to be merged are not the same, then special processing will be required to synchronize the dispatch office records.

This process will close one event and automatically reassign the resources from that event to the surviving event. Open requests for the event to be closed will be presented to the Dispatch Decision Maker for cancellation or reorder.

1. Identify surviving and closing Events:
 - A. Receive the *EVENT CODES (CLOSING + SURVIVING)* from the Dispatch Decision Maker.
 - B. Select the affected *EVENT CODES (CLOSING+SURVIVING)* from the **EVENTS** store.

Lookup: Provide a pick list of active events from which the affected events are selected as in Process [3.3.2 Prepare Events List](#).

 - 1) Identify the EVENT CODE of the event that will survive following the merge (usually based on Event Location.)
 - 2) Identify the EVENT CODE(s) of the event(s) that will be closed as a result of the merge.
 - 3) Perform the [7 Enter Documentation](#) process to record comments in the surviving event record that identifies the event(s) that were closed as a result of the merge.
 - a) If events are being merged, the documentation text should be automatically generated to read: "(Closing event code/name) merged into (surviving event code/name)" based on previous input by the user.
2. Assign Resources to the Merged Event.
 - A. Perform the [1.5.3 Assign Resources to the Merged Event](#) process which will identify the resources already assigned to the closing event, and either 1) transfer them to the new event or 2) release them.
3. Create New Resource Requests for Merged Event for any Closing Event Pending Requests .
 - A. Perform the [1.5.2 Create Resource Request for Merged Event](#) process which will identify all open or pending requests and either 1) create new requests under the merged event or 2) cancel the request.
4. Close Event Records
 - A. Perform the [1.4 Close Event Record](#) process to close the record(s) of the events that will no longer exist as a result of the merge.

1.5.2 Create Resource Request for Merged Event

When two events are merged, this process either transfers “Active” resource requests from a closing event to the surviving event or releases “Active” resource requests for a closing event. This process will only generate requests if a closing event has “Active” requests that may be transferred to the surviving event.

1. Perform the [3.3.2 Prepare Request Status Report](#) to identify open, pending, or selected requests to be evaluated.
2. If the request is for a resource which will be required by the merged event,
 - A. Create a new request for the merged event:
 - 1) Retrieve and Send the *RESOURCE REQUEST (TRANSFERRING)* from the **REQUESTS** store to perform the [4.1 Record Resource Request](#) process.
 - B. Close the old request:
 - 1) If the REQUEST STATUS of the closing request = “Filled”.
 - a) Perform the [4.3.11 Update Request Status and Notify Requestor](#) process to document that the resource was released from the event, but immediately assigned to another event.
 - 2) If the REQUEST STATUS of the closing request = “Open” or “Pending,”
 - a) Perform the [4.5 Cancel Resource Request](#) process to close the request, since it will be filled under the surviving event’s request.
3. If an “Open” or “Pending” request is not needed for by the merged event,
 - 1) Perform the [4.5 Cancel Request](#) process.

1.5.3 Assign Resources to Merged Event

This process deals with the disposition of resources from event(s) that will no longer exist (closing events) after multiple events are merged. This process releases the existing filled resource requests and creates a new filled resource request that shows the particular resource assigned to the surviving event. This is an automatic process that does not permit any human intervention after the initial requirements are met.

1. Using the EVENT CODE(S) (CLOSING)
 - A. Identify Resources that are currently assigned to the event(s) being closed:
 - 1) Perform the [3.3.4 Prepare Assigned Resources by Event Report](#) process using the *ASSIGNED RESOURCES BY EVENT REPORT PARAMETERS* (using EVENT CODE(S) of the events being closed as the report parameters). This results in an *ASSIGNED RESOURCES BY EVENT REPORT* which is a list of all of the resources currently assigned to the closing event (i.e. the report will not include resources that have already been released).
 - 2) Perform [3.2.1 Prepare Event Resource Request Summary](#) to retrieve the *RESOURCE REQUEST & ASSIGNED RESOURCE (TRANSFERRING)* from the **REQUESTS <RESOURCE>** store:

- C. For each resource currently assigned to the closing event(s),
- 1) If resource is to be reassigned to the surviving event,
 - a - Send the *RESOURCE DESCRIPTION (TRANSFERRING)* to perform the [1.5.2 Create Resource Request for Merged Event](#) process.

Useability: To support multiple requests which may use the same dates and locations, the design must allow a default to carry-over/reuse data from one data entry task into the next record.
 - b - Send the *ASSIGNED RESOURCE (TRANSFERRING)* to the [4.3.4 Perform Assignment Common Activites](#) process to assign the resource to the surviving event.
 - c - Perform the [4.3.10 Send Selection Verification to Provider](#) to notify the provider that the resource has been reassigned to the merged event.
 - 2) If resource will be released from the closed event, (will not be transferred to the merged event),
 - a - Perform the [4.4 Release Resource](#) process to release the resource and close the request.
- D. Retrieve the *DOCUMENTATION (REQUEST)* from the [7 Enter Documentation](#) process to receive any documentation needed for the merged event.

Process 1 Design Notes

- Usability: The EVENT CODE consists of 1) Organization ID (Event Host), 2) Event Local Identifier, and 3) Event Identifier. The only data item that is truly needed to uniquely identify the record is the Event Identifier, which is system generated, nationally, by ROSS. The Organization Identifier and the Local Identifier are included because the dispatch community is used to having this information available. Alternate query of the EVENT store by the LOCAL IDENTIFIER must be accommodated in design.....9
- Data integrity: If the host dispatch offices of the events to be merged are not the same, then special processing will be required to synchronize the dispatch office records. 15
- Lookup: Provide a pick list of active events from which the affected events are selected as in Process [3.3.2 Prepare Events List](#). 15
- Useability: To support multiple requests which may use the same dates and locations, the design must allow a default to carry-over/reuse data from one data entry task into the next record..... 17