SECTION 5

INITIAL REPORTS AND INCIDENTS

SECTION 5 – Initial Reports and Incidents

Significant Changes to this Section of the Training Reference Manual since last update:

1. Text was revised regarding the 'System Default' request block (p. 5.43).

2. Text was revised regarding deleting either the first or last block of a catalog (p. 5.45).

3. Text was added regarding the 'Remove From Most Recent' button (p. 5.59 and 5.60).

SECTION 5 – Initial Reports and Incidents

Table of Contents

Summary.

- The Initial Report and Incident screens are the starting points for using the dispatch portion of ROSS.
- These screens are used to enter and manage information about events.
- ROSS can be used for both emergency and non-emergency events.
- An Initial Report should be 'created' to document information about an event that has not yet been confirmed as an Incident.
- An Incident should be created for events for which resources will be dispatched (using ROSS) and/or costs will be incurred.
- An event can either be initially entered as an Incident, or an existing Initial Report can be 'promoted' to an Incident.
- Initial Attack operations are performed outside of ROSS. Your dispatch office may decide not to use the ROSS 'Initial Report' feature (especially if you use an existing system for recording Initial Attack information). Your office may elect to enter only 'Incidents' into ROSS.
- The resource request and dispatch functions of ROSS apply only to Incidents, not initial reports.
- An 'External Incident' can be created by a ROSS Dispatch Unit on behalf of a Dispatch Unit that does not use ROSS.
- An 'External Initial Report' cannot be created.

I. 'NEW INITIAL REPORT OR INCIDENT' SCREEN

Summary.

- Accessed by the 'Incident' menu or the 'NI' toolbar button.
- Used to create an Initial Report or Incident.
- If not sure whether the event should be an Initial Report or an Incident, enter as an Initial Report.
- Information entered is not saved until either the Initial Report button or Incident button is clicked.

A. 'Enter Basic Initial Report/Incident Information' Section of the Screen.

1. Select either the 'Internal Incident' or 'External Incident' radio button.

2. The fields displayed in the 'Enter Basic Initial Report/Incident Information' section of the screen differ depending on whether you are creating an Internal or External Incident

3. If the '<u>Internal</u> Incident' radio button is selected (<u>to create either an Initial Report or an Internal Incident</u>):

a. Reported By – Enter the name of the person who reported the event.

b. Description – Enter a brief description of the event.

c. Type (required for Initial Reports and Incidents) – Select one of the following event types from the drop-down list. This field defaults to 'Wildland Fire'. Note that this is an example of reference data maintained in ROSS.

(1) Emergency Report.

(2) Hazardous Materials.

(3) Law Enforcement.

(4) Medical.

(5) Natural Disaster.

(6) Other.

(7) Prescribed Fire.

(8) Preparedness/Positioning.

(9) Special Event.

(10) Structure Fire.

(11) Search and Rescue.

(12) Training.

(13) Wildland Fire.

d. Incident Name – Enter a name for the Incident.

(1) If you do not enter an incident Name, it will default to the Incident Number.

(2) Note that if a name is entered for an Initial Report, the name will not be saved. An alternative is to provide a unique Location Name for an Initial Report.

e. Incident Host (required for Incidents) – Select an organization from the drop-down list.

(1) The list of hosts contains:

- Non-dispatch government organizations designated as hosts for your dispatch unit on the 'Organization' screen.

- Your own dispatch unit (you can host your own Incidents).

(2) An individual host organization can be used for both internal and external Incidents.

f. Office Reference – This field can be used to assign a local office number to the Incident, if desired.

4. If the 'External Incident' radio button is selected:

a. Incident Name – Enter a name for the Incident.

b. Type (required field) – The same event types are available for External Incidents as for Internal Incidents.

c. External or Status-Only Dispatch – Clicking the 'Pick' button brings up the 'Select External Dispatch Unit' pop-up dialog box.

(1) 'Set Filter for Existing Non-ROSS Dispatch Units' section of the 'Select External Dispatch Unit' pop-up dialog box.

- Select one of the two radio buttons:

  - 'External Organizations Managed by [Your Organization] – Select if the non-ROSS Dispatch Unit is an organization that is managed by your organization.

  - 'External Organizations in Selection Area' – Select if the non-ROSS Dispatch Unit is an organization that is in your Selection Area.

- You can filter by (wild card permitted):

  - Dispatch Name.

  - Unit Code (The code of the external Unit, <u>not</u> of your Unit).

- After entering the desired filter criteria, click the 'Filter' button.

- Filter results are displayed in the 'Search Existing or Enter a New Non-ROSS Dispatch Unit' table.

(2) 'Search Existing or Enter a New Non-ROSS Dispatch Unit' section of the 'Select External Dispatch Unit' pop-up dialog box.

- The following is displayed for each Dispatch:

  - Dispatch Name.

  - Unit Code.

- You can select or edit an existing external dispatch, or create a new external dispatch. You can select an existing status-only dispatch, however you cannot edit an existing status-only dispatch or create a new status-only dispatch.

- If the desired Dispatch Unit appears in the table, select it and then click the 'OK' button.

- If the desired Dispatch Unit does not appear in the table, click the 'New' button to create a new External Dispatch Unit.

(3) 'New' Button – Clicking the 'New' button brings up the 'Non-ROSS Organization' pop-up dialog box.

- Dispatch Name (required field) – Enter a name for the Unit.

- Unit Code (required field) – Enter a code for the Unit.

- Contacts Tab – To add a new contact for the Unit, click the 'New' button, which brings up the 'New Contact' pop-up dialog box (all fields are required).

  - Contact Method – Select one of the following from the drop-down list:

    - Cell.
    - E-Mail.
    - Fax.
    - Pager.
    - Home Phone.
    - Office Phone.

  - Priority – Select one of the following from the drop-down list. Primary is the default.

    - Alternate.

        - None (i.e., there is no priority associated with this contact method).
        - Primary.
    - Entry – Type in the contact information.
    - To enter another contact, click the 'Apply' button.
    - When all contacts have been entered, click the 'OK' button.

    To delete a contact, select the contact and then click the 'Delete' (X) button.

- Address Tab – To add a new contact for the Unit, click the 'New' button, which brings up the 'New Contact' pop-up dialog box.
    - Type (required field) – Select Mailing, Official, or Shipping from the drop-down list.
    - Street 1 (required field) – Enter a street address.
    - Street 2 – Enter additional street information, if necessary.
    - City (required field) – Enter a city.
    - State (required field) – Enter a state.
    - Zip Code – Enter a zip code.
    - Country – Enter a country (the default is USA).
    - To enter another address, click the 'Apply' button.
    - When all addresses have been entered, click the 'OK' button.

    To delete an address, select the address and then click the 'Delete' (X) button.

- Back in the 'Non-ROSS Organization' pop-up dialog box, click the 'OK' button.

(4) Back in the 'Select External Dispatch Unit' pop-up dialog box, select the new Dispatch Unit, and then click the 'OK' button.

(5) 'Edit' Button – Allows information about the External Dispatch Unit to be edited. Make the appropriate changes, and then click 'OK'.

d. Incident Host – Clicking the 'Pick' button brings up one of two pop-up dialog boxes:

(1) If the selected dispatch is an external unit, the 'Select Incident Host for External Dispatch' dialog box appears.

(2) If the selected dispatch is a status-only unit, the 'Select Incident Host for Status-Only Dispatch' dialog box appears.

(3) 'Select Incident Host for External Dispatch' dialog box:

- The 'Incident Hosts' table at the top of the dialog box displays all non-dispatch government organizations designated as hosts for the selected external dispatch, and the external dispatch unit itself.

- The following is displayed for each host:

  - Name.

  - Unit ID.

- If the desired host appears in the table, select it and then click the 'OK' button.

- To edit a host from the table, click the 'Edit' button. You can only edit a host organization if your organization is its 'managing organization' AND the organization has <u>never hosted an Incident</u>.

  - Clicking the 'Edit' button brings up the 'Edit Incident Host' pop-up dialog box.

  - Enter a Host Name (required field).

  - Enter a unique Unit Code (required field).

- Click 'OK'.

- If the desired organization does not appear in the table, you can search for the organization and designate it as a host for the selected external dispatch:

  - Enter filter criteria in the 'Set Filter for Incident Hosts' section of the dialog box as appropriate, and then click the 'Filter' button.

  - Select the desired organization from the non-dispatch government organizations displayed in the 'Incident Hosts' table at the bottom of the dialog box, and then click the 'Add Host Affiliation' (+) button.

  - The selected organization is added to the list of organizations in the 'Incident Hosts' table at the top of the dialog box.

  - Select the organization from the 'Incident Hosts' table at the top of the dialog box, and then click 'OK'.

- To create a new non-dispatch government organization and designate it as a host for the selected external dispatch:

  - Click the 'New' button, which brings up the 'Add Incident Host' pop-up dialog box.

  - Enter a Host Name (required field).

  - Enter a unique Unit Code (required field).

  - Click 'OK'.

  - Select the organization from the 'Incident Hosts' table at the top of the dialog box, and then click 'OK'.

  - Note that <u>your</u> dispatch unit (<u>not</u> the external dispatch) becomes the 'managing organization' of the new host organization.

- To remove the affiliation between a host and the selected external dispatch:

  - Select the desired organization from the non-dispatch government organizations displayed in the 'Incident Hosts' table at the bottom of the dialog box, and then click the 'Remove Host Affiliation' (–) button.

  - The selected organization is removed from the list of organizations in the 'Incident Hosts' table at the top of the dialog box.

  - The affiliation between a host and an external dispatch can be removed even if the host organization is currently hosting an Incident for the external dispatch.

(4) 'Select Incident Host for Status-Only Dispatch' dialog box:

- Enter filter criteria, and then click the 'Filter' button.

- Host organizations matching the filter criteria are displayed in the table.

- The following is displayed for each host:

  - Name.

  - Unit ID.

- Select the desired host from the table and then click 'OK'.

e. Contact Person – Enter the name of a contact person at the External Dispatch Unit.

f. Contact Phone – Enter the phone number of the contact person at the External Dispatch Unit.

g. Contact Date/Time – Use the Calendar Feature to designate the date and time the External Dispatch Unit requested creation of the External Incident.

h. Office Reference – Enter an office reference number, if desired.

B. 'Enter Location' Section of the Screen.

A new location can be entered, or an existing location can be selected.

1. To enter a new location:

a. Enter a location name.

b. Select a coordinate system (Lat/Long, TRS, or UTM) by clicking its radio button. ROSS can automatically convert location coordinates from one system to another.

c. Enter location coordinates (required for Incidents, but <u>not</u> for Initial Reports).

(1) Lat/Long.

- Enter latitude degrees, minutes, and seconds (tool tips indicate the range of number that should be entered for each field).
- Select North or South from the drop-down list. North is the default for North America.
- Enter longitude degrees, minutes, and seconds (tool tips indicate the range of number that should be entered for each field).
- Select East or West from the drop-down list. West is the default for North America.

(2) TRS.

- Enter the Township.
- Enter the Range.
- Enter the Section.
- Enter the ¼ ¼.
- Select a Base Meridian from the drop-down list.

(3) UTM.

- Enter the UTM Northing.
- Enter the UTM Easting.
- Enter the UTM Zone.

2. To select an existing location:

   a. Click the 'Pick Location' button, which brings up the 'Pick a Location' pop-up dialog box.

   b. You can search by:

      (1) Location name.

      (2) Location coordinates.

   c. After entering the desired search criteria, click the 'Search' button.

   d. If a location name was entered, that location will be displayed in the 'Nearest Locations' table. If location coordinates were entered, the 10 locations nearest the coordinates are displayed in the 'Nearest Locations' table. Note that the search results may include FAA airports, which are considered 'locations' in ROSS.

   e. If you wish to perform a different search, click the 'Clear' button to remove any search criteria (name or coordinates) previously entered.

   f. Select the desired location from the 'Nearest Locations' table and click the 'OK' button.

C. 'Enter Documentation' Section of the Screen – Allows documentation to be entered for the Initial Report or Incident being created. Click the cursor in the text-entry field, and enter text, as appropriate.

D. 'Undo' Button – Clears all information entered on the screen. However, once the Initial Report or Incident has been created (by clicking the appropriate button), the information entered cannot be 'undone'.

E. After all information has been entered:

1. To create an Initial Report:

   a. 'Sequence Next Value' – Displays the next sequential Initial Report number for your organization for the calendar year. The Initial Report Next Sequence Value can be changed via the 'Organization' screen.

   b. Click the 'Initial Report' button.

2. To create an Incident:

   a. 'Sequence Next Value' – Displays the next sequential Incident number based on the selected <u>host</u>. The sequence for each host resets to '1' at the beginning of the calendar year. The Incident Next Sequence Value for Internal incidents can be changed via the 'Organization' screen. 'Sequence Next Value' is not displayed for external Incidents, since they must be manually numbered.

   b. 'View Issued #' – Brings up the 'View Issued Incident Numbers' pop-up dialog box, which displays the Incident numbers issued this calendar year for the selected host. Applicable to both Internal and External Incidents. The following is provided for each Incident:

      (1) Incident Number.

      (2) Host Dispatch.

      (3) Incident Name

   c. 'Incident #'.

      (1) Internal Incidents.

         - If you do not want the Sequence Next Value to be assigned to the Incident, click in the Incident # field and enter the desired number.

         - Note that you are setting an initial/revised Sequence Value for the selected Host (i.e., the new Sequence Next Value for that Host will be the number you have entered plus one).

(2) External Incidents.

- External Incidents must be numbered manually.

- Click the View Issued Incident Numbers button to assist in determining the number to assign the Incident.

- Clicking in the Incident # field and enter the desired number.

- Note that you are setting an initial/revised Sequence Value for the selected Host (i.e., the new Sequence Next Value for that Host will be the number you have entered plus one).

d. Determine if you want the Incident to appear in the 'Most Recent Incidents' drop-down toolbar list. If you do <u>not</u>, uncheck the 'Add to Most Recent Incident List' check box. The 'Most Recent Incidents' toolbar list is addressed later in this course.

e. 'Use Host Default Request Number Block(s)' – If you do <u>not</u> want to use the default request number blocks associated with the host, uncheck the 'Use Host Default Request Number Block(s)' check box. Request Block Numbering is addressed later in this section.

f. 'View Default Request Number Blocks' – Brings up the 'View Default Request Number Blocks' pop-up dialog box, which displays the default request number blocks, for each catalog, for the selected host. Request Block Numbering is addressed later in this section.

g. Click the 'Incident' button.

3. Initial Reports are numbered in the following format: '[Dispatch ID]-[6-digit Number]'. For example, MT-PSD-000012.

4. Incidents are numbered in the following format: '[Host ID]-[6-digit Number]'. For example, CO-RMP-000012.

II. 'INITIAL REPORT' SCREEN

Summary.

- Accessed by the 'Incident' menu.
- Used to view, edit, and take action on existing Initial Reports, or to create a new Initial Report.

A. Initial Report Table.

Displays the Initial Reports created by your organization.

1. The following information is displayed for each Initial Report:

a. Status – Indicates whether the Initial Report:

(1) Is Open – The Initial Report is still active.

(2) Is Closed – The Initial Report is no longer active.

(3) Has been Promoted – The Initial Report was converted into an Incident.

b. Initial Report Number – The number automatically assigned to the Initial Report when created.

c. Reported By – Name of the person who reported the event.

d. Location – Name of the Initial Report location.

e. Type –Wildland Fire, Natural Disaster, Preparedness/Prepositioning, etc.

f. Initial Date/Time – Date and time the Initial Report was created in ROSS.

g. Zone – Applicable time zone.

h. Related To – Indicates if the Initial Report has been merged with another Initial Report.

2. 'Search' Button.

a. Clicking the search button brings up the 'Search Initial Reports' pop-up dialog box.

b. You can search by:

(1) Report number.

(2) Status.

(3) Type.

(4) Reported by.

(5) Description text – Enter any keywords that may appear in the description of the Initial Report.

c. After entering the desired search criteria, click the 'Search' button.

d. The pop-up dialog box automatically closes, and the search results are displayed in the table.

B. 'Initial Report [Report Number]' Section of the Screen.

1. Displays information (entered when the Initial Report was created) for the Initial Report selected in the table above.

a. Reported By.

b. Type (required field)

c. Office Reference..

d. Description/Notes.

e. Location Name.

f. Location Coordinates.

2. 'New' Button – Can be used to create a new Initial Report (This is the second place in ROSS where Initial Reports can be created, since they can also be created on the 'New Initial Report or Incident' screen).

a. Clicking the 'New' button clears the information entered in the fields of the 'Initial Report' section of the screen, and enters a blank row in the Initial Report table. The report number is also removed from the section header, since the fields are no longer displaying information for any particular Initial Report.

b. To create a new Initial Report, enter information in the fields (exactly the same way as on the New Initial Report or Incident screen), then click the 'Save' button.

c. The new Initial Report is created, and appears in the table above.

3. To edit an existing Initial Report:

    a. Select the Initial Report from the table.

    b. Change the information displayed in the fields of the 'Initial Report [Report Number]' section of the screen, as appropriate.

    c. Click the 'Save' button.

4. 'Save' Button – Used to either save a newly created Initial Report, or to saves changes made to an existing Initial Report.

5. 'Undo' Button.

    a. Clears all information entered in the fields of the 'Initial Report [Report Number]' section of the screen.

    b. Once a new Initial Report has been 'saved', or changes to an Initial Report have been 'saved', the information entered cannot be 'undone', though it can be edited.

    c. To edit saved information, select the Initial Report from the table, make the changes, and click the 'Save' button.

6. 'Close Report' Button – Closes an Initial Report, but does not delete it.

7. 'Open Report' Button – Reopens a closed Initial Report.

8. 'Promote' Button.

    a. 'Upgrades' an Initial Report to an Incident. Only 'Open' Initial Reports can be promoted.

    b. Before an Initial Report can be promoted, location coordinates must be entered (if not previously entered).

c. Clicking the 'Promote' button brings up the 'Select Host Organization' pop-up dialog box:

(1) Choose a Host Organization for the Incident from the drop-down list.

(2) Enter a name for the promoted Incident. An Incident Name is required for Incidents.

(3) Enter an Incident Number.

(4) 'Use Host Default Request Number Block(s)' – If you do <u>not</u> want to use the default request number blocks associated with the host, uncheck the 'Use Host Default Request Number Block(s)' check box. Request Block Numbering is addressed later in this course.

(5) 'View Default Request Number Blocks' – Brings up the 'View Default Request Number Blocks' pop-up dialog box, which displays the default request number blocks, for each catalog, for the selected host. Request Block Numbering is addressed later in this course.

(6) Click 'OK' to promote the Initial Report.

d. The Initial Report's status changes to 'Promoted' in the table. Note that the newly created Incident will be assigned the next sequential event number for your unit.

e. Note that the 'entered' date for a promoted Incident is the date it was promoted, however this date can be edited if desired.

9. 'Associate' Button.

a. Associates (links) an Initial Report to an Incident. Examples of when this would be performed include:

(1) Multiple reports of fire have been received from different sources. It becomes clear they are all about the same fire. The most complete Initial Report is promoted to an Incident. The other Initial Reports are associated (i.e., attached) to the Incident as documentation.

(2) An Incident is ongoing. Multiple reports of fire continue to be received from different sources. It becomes clear

the new reports are actually about the Incident. The new Initial Reports are associated to the Incident as documentation.

b. Associating an Initial Report to an Incident does <u>not</u> automatically close the Initial Report.

c. Clicking the 'Associate' button brings up the 'Associate to Incident' pop-up dialog box.

d. You can search for Incidents by:

(1) Number.

(2) Name.

(3) Type.

e. After entering the desired search criteria, click the 'Search' button.

f. Select the desired Incident from the table, and then click 'OK'.

g. The Incident number appears in the 'Related To' column for the Initial Report.

C. 'Documentation' Section of the Screen.

1. The table displays documentation previously entered for the selected Initial Report, including entries automatically made by the Auto Doc feature. For each entry, the table displays the time (with time zone) the entry was made and who made the entry.

2. To view the full text of a documentation entry, select an entry in the table. The full text appears in the lower right box.

3. To add a new entry:

a. Type the text in the lower left box.

b. Click the '+' to save the entry.

4. Once an entry is made, it cannot be edited or deleted.

III. 'INCIDENT' SCREEN

Summary.

- Accessed by the 'Incident' menu or the 'IN' toolbar button.

- Used to view, edit, and add additional information for existing Incidents.

Incident Context/'Most Recent Incidents' Drop-down List

- Many ROSS screens, such as the Incident screen, must be viewed from the perspective of a particular Incident. In ROSS, this is referred to as the Incident 'context' of a screen.

- For screens that can only be viewed for Incidents that your organization created (including External Incidents), such as the 'Incident' screen, the Incident context is changed by:

  - Selecting the desired Incident from the 'Most Recent Incidents' drop-down list, which is located on the toolbar just to the right of the '>' button.

  - Clicking the 'Show/Update Incident Context of the Current Screen' toolbar button ('>').

- This changes the context of the screen you are viewing at that time (i.e., 'current screen'), but does not automatically change the context of any other screens.

- This allows the Incident context to be different for each open screen.

- An example of how this can be beneficial is:

  - You are midway through entering information for Incident A on the Incident screen.

  - In response to a phone call, you need to create a resource request for Incident B. You open the New Request screen, change its Incident context to Incident B, and create the request.

  - You return to the Incident screen to finish entering information for Incident A. The Incident screen has remained in the context of Incident A.

'IN' Toolbar Button Operation

- If the Incident screen is already open for Incident A (but is presently hidden behind another screen), and the 'IN' button is clicked, the Incident screen will appear in the context of Incident A.
- If the Incident screen is not already open, and the 'IN' button is clicked, the Incident screen will open in the context of the Incident displayed in the 'Most Recent Incidents' toolbar drop-down list box.

All the information contained in this section of the training applies to both Internal and External Incidents, except as noted.

A. 'Incident Details' section of the screen.

1. Displays basic information for the Incident.

a. Initial Date/Time (with time zone).

b. Incident Type (required field).

c. Office Reference.

d. Changed From – Applicable only for Incidents for which the host or number has been changed. Displays the previous Incident number.

2. 'Edit' Button.

a. Clicking the 'Edit' button brings up the 'Edit Incident' pop-up dialog box. The following information can be edited:

(1) (Incident) Name.

(2) Office Reference.

(3) Initial Date/Time (with time zone). Note that initial date/time cannot be changed to a date/time in the future.

(4) Estimated End Date/Time (with time zone).

(5) Type.

b. To edit information, type/select the new information in the appropriate fields, and then click 'OK'.

3. 'Close' Button – Closes the Incident. All resources must be released before you can close an Incident (i.e., there cannot be any open requests).

4. 'Open' Button – Reopens the Incident.

5. 'Map' Button – Accesses the Map feature (covered later in the course).

   *** ROSS feature not yet functional ***

6. 'Detail Request' Button.

   The 'Detail Request' button is available for pre-planned Incident types (i.e., Prescribed Fire, Preparedness/Positioning, Special Event, and Training). The button is not available for Wildland Fire and Structural Fire Incident types. Detail Requests are addressed after the 'Incident' section of this course unit.

7. 'Related Incidents' Button.

   a. Clicking the 'Related Incidents' button brings up the 'Related Incidents' pop-up dialog box, which displays the following for each related Incident:

      (1) Incident Name.

      (2) Incident Number.

      (3) Relationship – The related Incident’s relationship to your Incident (i.e., Follow-On, Predecessor, or Associated).

   b. To relate an Incident to your Incident:

      (1) Click the 'New' button (within the 'Related Incidents' pop-up dialog box), which brings up the 'New Related Incident' pop-up dialog box.

      (2) Select the relationship to be established by clicking one of the following three radio buttons:

         - Follow-On – Links a subsequent Incident to your Incident. For example, a wildfire results from a helicopter crash. The wildfire Incident is a follow-on to the helicopter crash Incident.

- Predecessor – Links a previous Incident to your Incident. The helicopter crash Incident is a predecessor of the wildfire Incident.

- Associated – Links another Incident to your Incident without establishing whether the related Incident is a follow-on or a predecessor.

(3) Search for the Incident you want to relate to your Incident. Enter search criteria (i.e., Incident number, name, type), if desired, and click the 'Search' button.

(4) Search results are displayed in the table.

(5) Select the Incident and click 'OK'.

c. To remove a related Incident (i.e., severe the relationship between the related Incident and your Incident):

(1) Click the 'Related Incidents' button (on the main 'Incident' screen) to bring up the 'Related Incidents' pop-up dialog box.

(2) Select the Incident to remove from the table, and then click the 'Delete' button.

d. The process of relating Incidents will be significantly enhanced when the Incident Merge and Incident Complex features become functional.

8. 'Associated Initial Reports' Button.

a. Clicking the 'Associated Initial Reports' button brings up the 'Associated Initial Reports' pop-up dialog box.

b. IF your Incident started out as an Initial Report, then was promoted to an Incident, information is displayed in the 'Promoted Initial Report' section of the dialog box.

(1) Initial Report (Number).

(2) Initial Date/Time (with time zone).

(3) Reported Location.

(4) Reported By.

(5) Description.

c. 'Associated Initial Reports' table (in the 'Associated Initial Reports' pop-up dialog box) – Displays the Report Number and Description for each Initial Report that is associated to your Incident.

d. To associate an Initial Report to your Incident:

(1) Click the 'New' button (within the 'Associated Initial Reports' pop-up dialog box), which brings up the 'New Associated Initial Report' pop-up dialog box.

(2) Search for the Initial Report you want to associate to your Incident. Enter search criteria (i.e., Initial Report number, location name, Initial Report type), if desired, and click the 'Search' button.

(3) Search results are displayed in the table.

(4) Select the Initial Report and click 'OK'.

e. To remove an associated Initial Report (i.e., severe the relationship between the associated Initial Report and your Incident):

(1) Click the 'Associated Initial Reports' button (on the main 'Incident' screen) to bring up the 'Associated Initial Reports' pop-up dialog box.

(2) Select the Initial Report to remove from the table, and then click the 'Delete' button.

9. 'Print Incident' Button – Prints a report containing Incident information.

B. 'Location' section of the screen.

1. Displays the Incident location.

a. Location name.

b. Location coordinates.

2. To edit location information, click the 'Edit' button, which brings up the 'Edit Location' pop-up dialog box.

    a. Revise the location name or coordinates, as appropriate.

    b. Click 'OK'.

3. The Incident location automatically becomes an option under the 'Deliver To' drop-down list on the New Request screen.

C. 'Navigation Aids' Tab.

1. The table to the left displays the 10 navigation aids, imported with the FAA airport data, nearest the Incident location. The following information is shown for each VOR:

    a. VOR (Identifier).

    b. VOR Name.

    c. State.

    d. Bearing.

    e. Distance.

2. The VORs displayed are based on the location coordinates entered for the Incident. Quickly scanning the VORs to ensure they are in the general location of the Incident serves to double check that the Incident location coordinates were entered correctly.

3. The table to the right displays the Reload Bases that were entered for your organization using the 'Organization' ROSS Admin screen. The following information is shown for each Reload Base:

    a. Airport Name.

    b. FAA Code.

    c. City.

    d. State.

D. 'Aviation Hazards' Tab.

1. Displays the type, location coordinates, and description of fixed location aviation hazards (entered by any organization) within approximately 20 miles of the Incident location.

2. Displays the non-fixed aviation hazards entered for the Incident.

3. To add an aviation hazard:

   a. Click the 'New' button, which brings up the 'New Aviation Hazard' pop-up dialog box.

   b. Select one of the two following radio buttons:

      (1) Fixed – Select if the hazard is 'fixed' (i.e., permanent). The hazard will be added to the list of fixed location aviation hazards maintained in ROSS.

      (2) Non-fixed – Select if the hazard is applicable only to this Incident. Examples of temporary aviation hazards include:

         - Smoke.

         - Logging tower.

         - Congested airspace.

   c. Select a hazard type (required field) from the drop-down list.

      To enter a non-fixed hazard, at least one non-fixed hazard type must have previously been entered by your organization using the 'Aviation Hazard' ROSS Admin screen. If no non-fixed hazard types have been entered, then the hazard type drop-down list will be empty, and a non-fixed hazard cannot be added to the Incident.

   d. Enter the City

   e. Enter the State Code (required field for External Incidents only)

   f. Enter a description of the hazard.

g. Enter location coordinates (required field) – Either enter coordinates, or click the 'Use Incident Location' button to enter the coordinates of the Incident location.

h. Click 'OK'.

4. To edit an aviation hazard:

a. You can only edit the aviation hazards entered by your organization.

b. Select the aviation hazard from the table.

c. Click the 'Edit' button, which brings up the 'Edit Aviation Hazard' pop-up dialog box (which is identical to the 'New Aviation Hazard' pop-up dialog box).

d. Edit the information as appropriate, and then click 'OK'.

5. To remove an aviation hazard:

a. You can only delete the aviation hazards entered by your organization.

b. Select the aviation hazard from the table.

c. Click the 'Delete' button.

E. 'Financial Codes' Tab.

1. Select an organization from the drop-down list.

2. Select a year from the drop-down list.

3. The table displays the financial codes that were entered by that organization, for the selected year, in the 'Organization' ROSS Admin screen. The table identifies the owner of the code, and (by asterisk in the Used column) whether the code has ever been used.

4. Use the 'Select' ('>') and 'Remove' ('<') arrows to apply/remove codes to/from the Incident.

5. One code from the right table can be designated as the 'default' code for the Incident by selecting the code, and then clicking the 'Default' button. The default code will automatically be assigned to

all requests created for the Incident (however any request's financial code can be changed). You do not need to designate a default code.

6. To add a new financial code:

    a. Click the 'New' button, which brings up the 'Ad Hoc Financial Code' pop-up dialog box.

    b. Enter a financial code (required field).

    c. Enter the fiscal year.

    d. Click either the Federal or State radio button, and then select the organization that owns the code from the drop-down list (required field).

    e. Click 'OK'.

7. Ad Hoc financial codes are <u>not</u> retained in the financial code database after the Incident is closed, however they are kept in the Incident records.

F. 'Compact' Tab.

*** ROSS feature not yet functional ***

G. 'Locations' Tab.

1. Displays the locations, entered by your organization using the 'Location' ROSS Admin screen, that are being 'used' on the Incident (i.e., used to designate and describe places of importance to the Incident).

2. To 'add' a location to the Incident, you can:

    a. Choose an existing location entered by your organization, and 'add' it to the Incident.

    b. Choose an existing location entered by your organization, modify the location, save the modified location as a new location, and 'add' it to the Incident.

    c. Create a new location (i.e., one that does not exist on the list of locations entered by your organization), and 'add' it to the Incident.

3. The procedure is similar for each of the three options for 'adding' a location to the Incident, so they will be addressed together:

    a. Click the 'New' button, which brings up the 'Add New Location' pop-up dialog box.

    b. You <u>MUST</u> search for existing locations before you can add a new location. You can search by:

        (1) Name.

        (2) City.

        (3) State.

        (4) Type.

        (5) Within a certain distance of the Incident (any number can be entered).

    c. Search results are displayed in the table in the middle of the dialog box.

    d. The following information is displayed (just below the table) for the location selected in the table:

        (1) Location Name.

        (2) Location Type.

        (3) City.

        (4) State.

        (5) Location coordinates.

    e. To <u>add a location</u> from the table to the Incident, select the location and then click 'OK'. You are returned to the 'Locations' tab, where you can specify the 'Location Use'.

    f. To <u>add a modified version of a location</u> from the table to the Incident:

        (1) Select the location from the table.

(2) Change the information in the fields that appear below the table, as appropriate (Name and Coordinates are required fields). Give the new location a different name.

(3) Click the 'Save' button to save the changes.

(4) The new location appears in the table, but it is <u>not</u> automatically added to the Incident.

(5) To add the location to the Incident, select the location in the table and click 'OK'. You are returned to the 'Locations' tab, where you can specify the 'Location Use'.

(6) The new location is automatically added to the list of locations for your organization that appears on the 'Location' ROSS Admin screen.

g. To <u>create a new location</u> (i.e., one that does not already appear in the table) and add it to the Incident:

(1) Click the 'New' button, which adds a blank row to the table and clears the information from the fields just below the table.

(2) Enter information in the fields, then click the 'Save' button.

(3) The location appears in the table, but it is <u>not</u> automatically added to the Incident.

(4) To add the location to the Incident, select the location in the table and click 'OK'. You are returned to the 'Locations' tab, where you can specify the 'Location Use'.

(5) The new location is automatically added to the list of locations for your organization that appears on the 'Location' ROSS Admin screen.

4. Information is displayed in the table (on the 'Locations' tab) for each Incident location.

a. Use – Command Post, Delivery Site, etc.

b. Name.

c. Type – Dip Site, Lookout, Helibase, etc.

d. City.

e. State.

5. To change the use of a location (i.e., what the location is used for at the Incident):

   a. Select the location from the table.

   b. Select the appropriate use from the drop-down list.

   c. The change is automatically saved.

6. To add or edit navigation instructions for a location (i.e., how to get to the location):

   a. Select the location from the table.

   b. Edit, or add to, the navigation instructions.

   c. The change is automatically saved.

7. To delete a location:

   a. Select the location from the table.

   b. Click the 'Delete' button to delete the location from the Incident. The location is <u>not</u> removed from the list of locations for your organization that appears in the 'Location' ROSS Admin screen.

8. Locations cannot be edited using the 'Locations' tab on the 'Incident' screen – changes must be performed using the 'Location' ROSS Admin screen.

9. Locations added to the Incident automatically become options under the 'Deliver To' drop-down list on the New Request screen.

H. 'Frequencies' Tab.

1. Displays the radio frequencies that have been entered for the Incident, as well as the frequencies entered by the Incident Host organization.

2. To enter a new frequency for the Incident:

   a. Click the 'New' button, which brings up the 'New Radio Frequency' pop-up dialog box.

   b. Select the type from the drop-down list (required field).

   c. Enter the frequency (required field).

   d. Enter the tone.

   e. Enter a contact (e.g., Dispatch Center, Communications Unit Leader, Incident Command Post).

   f. Owner – Always set as 'Local Assign'.

   g. Indicate if the frequency is the primary frequency for the Incident.

   h. Click 'OK'

3. Information is displayed in the table (on the 'Frequencies' tab) for each Incident frequency.

   a. Type.

   b. Frequency.

   c. Tone.

   d. Contact Name.

   e. Owner.

4. To edit a frequency from the table:

   a. Select a frequency from the table.

   b. Click the 'Edit' button, which brings up the 'Edit Radio Frequency' pop-up dialog box.

   c. Edit information in the fields, as appropriate.

   d. To make the frequency the 'primary' frequency for the Incident, check the 'Primary' check box.

e. Click 'OK'.

5. To delete a frequency from the table, select the frequency and click the 'Delete' button.

I. 'Airports' Tab.

1. Displays the FAA and non-FAA airports that are being 'used' on the Incident. Note that the reload bases designated for your organization on the 'Organization' ROSS Administration screen, will automatically be displayed for all incidents. The following is shown for each airport:

   a. Airport Type – Charter, Commercial, Backcountry, etc.

   b. Airport Name.

   c. FAA Code (if applicable).

   d. City.

   e. State.

2. To 'add' an airport to the Incident, you can either:

   a. Choose an FAA or non-FAA airport, and 'add' it to the Incident.

   b. Create a new non-FAA airport, and 'add' it to the Incident.

3. The procedure is similar for both options for 'adding' an airport to the Incident, so they will be addressed together:

   a. Click the 'New' button, which brings up the 'Add New Airport' pop-up dialog box.

   b. You <u>MUST</u> search for existing airports before you can add a new non-FAA airport. You can search by:

      (1) Airport Name.

      (2) Airport Type.

      (3) FAA Code.

(4) City.

(5) State.

(6) Within a certain distance of the Incident (any number can be entered).

c. Search results are displayed in the table in the middle of the dialog box. Note that each non-FAA airport meeting the search criteria will be displayed, regardless of the organization that entered it into ROSS.

d. Information is displayed (just below the table) for the airport selected in the table.

(1) Airport Name.

(2) City.

(3) State.

(4) Airport Type.

(5) Airport coordinates.

e. To <u>add an airport</u> from the table to the Incident, select the Airport and then click 'OK'.

f. To <u>create a new non-FAA airport</u> (i.e., one that does not already appear in the table) and add it to the Incident:

(1) Click the 'New' button, which adds a blank row to the table and clears the information from the fields just below the table.

(2) Enter information in the fields, as appropriate (Name, Type, and Coordinates are required fields), then click the 'Save' button.

(3) The airport appears in the table, but it is <u>not</u> automatically added to the Incident.

(4) To add the airport to the Incident, select the airport in the table and click 'OK'.

(5) The new airport is automatically added to the list of airports for your organization that appears on the 'Airport' ROSS Admin screen.

4. Navigation Instructions.

a. Navigation instructions (i.e., how to get to the airport) can be added for any airport that has been 'added' to the Incident.

b. To add or edit navigation instructions for an airport:

(1) Select the airport from the table.

(2) Edit, or add to, the navigation instructions.

(3) Click the 'Save' button.

c. Note that navigation instructions cannot be entered for airports using a ROSS Administration screen – they must be entered for each Incident using the 'Airports' tab of the Incident screen.

5. The 'Special Conditions' box displays special conditions entered for the selected airport using the 'Airport' ROSS Admin screen.

a. Examples of special conditions include the tarmack having a load limit and the runway being repaired.

b. Special conditions cannot be added, edited, or deleted from the Incident screen – all changes must be performed using the Airport screen.

c. If there is more than one special condition for an airport, the 'Previous' and 'Next' buttons will appear, allowing you to toggle through the special conditions.

6. To remove an airport from the Incident:

a. Select the airport from the table.

b. Click the 'Delete' button to delete the airport from the Incident. The airport is <u>not</u> removed from the list of airports for your organization that appears on the 'Airport' ROSS Admin screen.

7. FAA airport information cannot be edited. Non-FAA airport information can be edited using the 'Airports' tab on the 'Incident' screen or the 'Airport' ROSS Admin screen.

8. Airports added to the Incident automatically become location options under the 'Deliver To' drop-down list on the New Request screen.

J. 'Directions' Tab.

1. Displays directions entered for the <u>Incident location</u> (using the 'Incident' screen). This differs from the 'Navigation Instructions' that can be entered for other Incident locations under the 'Locations' tab.

2. To add or edit directions, type your text in the field, and then click the 'Save' button.

3. Note that information entered under this tab will appear in the 'Navigation Directions' field on the New Request screen if the Incident location is chosen as the 'Deliver To' location; otherwise information entered under this tab is <u>not</u> displayed on the New Request screen.

K. 'Contacts' Tab.

1. Displays contacts, and their telephone number, entered for the Incident, as well as those entered by the Dispatch Unit.

2. To add a new contact:

   a. Click the 'New' button, which brings up the 'New Incident Contact' pop-up dialog box.

   b. Enter Contact and Telephone information, and then click 'OK'.

3. To edit a contact or telephone number, click in the appropriate text-entry field of the table.

4. To delete a contact, select the contact, and then click the 'Delete' button.

5. The 'Undo' button can be used to delete any changes that have not yet been saved.

6. Contacts entered for the Incident automatically appear as options for the 'Request Contact' field of the 'New Request' screen.

L. 'Organizations' Tab.

1. Used to select the Host, Benefiting, Dispatch, Billing, and External Dispatch (for External Incidents only) organizations for the Incident.

2. Host Organization.

a. The Host Organization is the organization that has primary management responsibility for the Incident.

b. To change the host or the number of an Incident:

(1) Click the Host Organization 'Pick' button, which brings up the 'Select Incident Organizations' pop-up dialog box.

(2) Enter filter criteria, and then click the 'Filter' button. Select the new host organization from the table.

(3) 'Incident Numbering' section of the pop-up dialog box.

- Used to select a new number for the Incident, based on the new host.

- 'View Issued #' – Brings up the 'View Issued Incident Numbers' pop-up dialog box, which displays the Incident numbers issued this calendar year for the selected host.

- 'Incident #' – Click in this field and enter the desired number. Note that you are setting an initial/revised Sequence Value for the selected Host (i.e., the Sequence Next Value for that Host will be the number you have entered plus one).

c. Financial codes and radio frequencies assigned to the Incident <u>remain assigned</u> when the Incident host is changed.

d. The financial codes and radio frequencies associated with the new host become available for assignment to the Incident.

e. Block Numbering (Request Block Numbering is addressed in detail later in this section).

(1) If no requests have been created for the Incident, the request blocks of the new host will be applied to the Incident and replace the blocks of the old host.

(2) If requests have been created for the Incident, the request blocks of the old host will remain in place.

3. Benefiting Organization – The Benefiting Organization is the organization that will directly benefit from the activities occurring at the Incident. Typically this is also the Host organization. An example of when it is not is: The Boy Scouts of America are having a jamboree, for which a preplanned Incident was created. The Boy Scouts of America is the Benefiting Organization for the Incident.

4. Dispatch Organization – The Dispatch Organization is the unit designated to provide support to an Incident.

5. Billing Organization – The Billing Organization is the organization responsible for paying expenses related to the Incident.

6. External Dispatch Organization (This field appears only for External Incidents) – The External Dispatch Organization is the non-ROSS Dispatch Unit on whose behalf the Incident was entered into ROSS.

M. 'Documentation' Tab.

1. The table displays documentation previously entered for the Incident. For each entry, the table displays the time (with time zone) the entry was made and who made the entry.

2. To view the full text of a documentation entry, select an entry in the table. The full text appears in the lower right box.

3. To add a new entry:

a. Type the text in the lower left box.

b. Click the '+' to save the entry.

4. Once an entry is made, it cannot be edited or deleted.

N. 'Request Blocks' Tab.

1. Block Request Numbering allows users flexibility in determining the numbers assigned to requests created for an Incident.

2. 'User Issued' vs. 'System Generated'.

   a. Each request block must be designated as either User Issued or System Generated.

   b. User Issued – If you select a User Issued block when creating a request, you must select the number assigned to the request.

   c. System Generated – If you select a System Generated block when creating a request, the 'system' (i.e., ROSS) will automatically assign the next available sequential number in that block to the request.

   d. System Generated blocks can be changed to User Issued, however User Issued blocks cannot be changed to System Generated.

3. Block numbering is based on the host organization. A master 'template' of blocks is established for a host organization by its managing dispatch unit using the 'Organization' screen (which is addressed in the 'ROSS Administration' training course).

4. Each time an Incident is created, the host's template of block numbers can be applied to the Incident (though this is optional). The blocks can then be modified to suit the particular needs of that Incident without affecting the master template for the host.

5. Request blocks are created for each catalog (i.e., Aircraft, Crews, Equipment, Overhead, and Supply).

6. Within each catalog there must be two 'defaults' designated:

   a. Request Default – When you go to the 'New Request' screen to create a request, the Request Default block will already be preselected (though another block can then be selected).

b. System Default – Applicable to Preorders, Quick Fill, and Detail Request. The System Default cannot be a User Issued block. The following will be automatically numbered based on the System Default block for each catalog.

(1) The individual requests generated by ordering a Preorder.

(2) The request(s) generated by quick filling.

(3) The request(s) generated as part of a Detail Request

7. At the top of the Request Blocks tab is a drop-down list for selecting a catalog.

8. The table displays the following for each block:

a. Default – The Request Default block for the selected catalog is designated by an 'R'; the System Default block for the selected catalog is designated by an 'SYS'.

b. Type – Indicates whether the block is User Issued (UI) or System Generated (SG).

c. Block Name – The name of the block.

d. Purpose – The purpose of the block.

e. Start – The starting number of the block.

f. End – The ending number of the block.

g. Next – The next sequential number available in the block.

h. Remaining – The number of request numbers available for use in the block.

9. The 'Default' button of the 'Request Blocks' tab – Used to set the selected block as either the 'Request' or 'System' default. Click the 'Default' button, and then select either 'Set Request Default' or 'Set System Default' from the drop-down list.

10. The 'New' (Split Block) button of the 'Request Blocks' tab – Used to create a new block by splitting an existing block into two blocks. Clicking 'New' brings up the 'Split Block' pop-up dialog box.

    a. The Block Name and Catalog are displayed at the top of the dialog box. This information cannot be edited.

    b. 'Start Block [Block #] At' – Enter the starting number of the new block you are creating.

    c. 'Block [Existing Block #] section of the dialog box:

        (1) Name – The existing name of the block is displayed, which can be changed by clicking in the field and typing.

        (2) Start – The starting number of the block, which cannot be edited from this dialog box.

        (3) End – The ending number of the block, which cannot be edited from this dialog box.

        (4) Purpose – The purpose of the block is displayed, which can be changed by clicking in the field and typing.

        (5) Default – The Request and/or System Default check boxes will be marked as appropriate. These can be changed, but only if the change is consistent with the rules for designating default blocks.

        (6) User Issued – Indicates whether the block is User Issued. This designation can be changed, but only if the change is consistent with the rules for making a block SG or UI.

    d. 'Block [New Block #] section of the dialog box – The fields in the New Block section are identical to those in the Existing block section.

    e. Block splitting rules:

        (1) If a UI block is split, the resulting blocks must be UI.

        (2) If an SG block is split, the resulting blocks can be either UI or SG.

(3) If you split a block that is not designated as a default, you cannot set either of the resulting blocks to be a default from the 'Split Block' dialog box (default settings can be changed on the 'Request Blocks' tab of the Incident screen).

(4) If you split a default block, you must select one of the resulting blocks to be the new default.

(5) If you split an SG block, the Starting Number of the second resulting block must be greater than the next sequential available number of the original block (i.e., you cannot create a SG block that already contains a used request number).

(6) The last block in each catalog must be an SG block, with an End Number of 999,999 (the maximum allowable).

f. When all information has been entered, click 'OK'.

11. The 'Edit' button of the 'Request Blocks' tab – Used to edit the selected block. Clicking the Edit button brings up the 'Edit Block' pop-up dialog box. The Edit Block dialog box is essentially identical to the 'Split Block' dialog box, except that it only displays information for the selected block. Enter/revise information as appropriate and then click 'OK'.

12. The 'Delete' button of the 'Request Blocks' tab – Used to delete the selected block.

a. There must always be at least one remaining block for each catalog.

b. You cannot delete a block that is designated as either the 'R' or 'SYS' default for the catalog. You must first designate a different block to be the default before you can perform the delete.

c. You cannot delete a block from which a request has already been created.

d. If you are deleting either the first or last block of a catalog, you will be informed that the block being deleted will be merged into the adjacent block.

e. If you are deleting a 'middle' block (i.e., a block that is in between two other blocks), you will be asked to select which block you want the deleted block to be merged into.

f. If a SG block is merged into a UI block, the remaining block will be converted to SG.

V. 'DETAIL REQUEST' DIALOG BOX (Accessed by the 'Detail Request' Button on the 'Incident' screen)

Summary.

- A 'Detail' is a pre-planned event, of a specified duration, with attributes that make it different than a typical Incident. These attributes can include:
  - Personnel assignments of duration greater than, or less than, two weeks.
  - Flexible funding arrangements.
  - Flexible travel and lodging arrangements.
  - Personal days off without pay.
- Detail Requests can be prepared for the following Incident types:
  - Prescribed Fire.
  - Preparedness/Positioning.
  - Special Event.
  - Training.
- Detail Requests are created by clicking the 'Detail Request' button on the 'Incident' screen.
- The 'Detail Request' pop-up dialog box is used to specify what is needed for the Detail, and to send out that information to selected organizations to see if the required items can be obtained.
- Multiple Detail Requests can be created for an Incident.
- The information provided in this section of the training applies to both Internal and External Incidents.

- The following is the overall process for using the 'Detail Request for [Incident Number and Name]' pop-up dialog box:

  - Either select an existing Detail Request for the Incident, or create a new Detail Request for the Incident.

  - Enter/revise basic information about the Detail, as appropriate.

  - Specify the 'Positions' (i.e., Catalog Items) needed for the Detail, and designate the quantity and minimum acceptable qualification for each Position.

  - Enter detailed information about the Detail (using the five tabs: Requirements, Payment, Radio, Vehicles/Contacts, and Duty Station/Remarks).

  - 'Broadcast' an email about the Detail Request either to the organizations in your Selection Area or to your GACC (to NICC if you are a GACC).

  - Receive communications from recipients of your broadcasted Detail Request regarding their ability to provide the Positions required (in accordance with the detailed information you specified for the Detail).

  - If sufficient positive responses are received such that the Detail can be accomplished, the 'Requests' button is used to automatically generate requests for each Position. These requests can then be placed (using the 'Pending Request' screen) to the appropriate organizations.

  - If sufficient positive responses are <u>not</u> received, the Detail Request can be 'Cancelled'.

- The detailed steps for creating a new Detail Request and editing an existing Detail Request are very similar, and will be discussed at the same time.

A. 'Select Detail Request – Detail Request Name' Field.

1. If Detail Requests have previously been created for the Incident, they are displayed in the 'Select Detail Request – Detail Request Name' drop-down list. If no Detail Requests have been created for the Incident, the 'Detail Request Name' field is blank.

2. To select an existing request, choose it from the drop-down list.

3. To create a new Detail Request, click the 'New' button on the far right side of the dialog box.

B. Basic Information Fields (located below the 'Broadcast', 'Requests', and 'Cancel' buttons).

1. Detail Request Name – If this is the first Detail Request created for the Incident, the field defaults to '[Incident Name]'. If it is the second Detail Request created for the Incident, the field defaults to '[Incident Name] 2'; the third is '[Incident Name] 3', etc. To change the default name, click in the field and type the preferred name.

2. Status – Displays one of the following four possible statuses:

   a. New – The Detail Request has been created, but not yet broadcast.

   b. Broadcast – The Detail Request has been broadcast, but requests have not yet been generated. Broadcasting a detail request is sometimes referred to by the slang 'gone fishing'.

   c. Requests – Requests have been generated for the Detail Request.

   d. Cancelled – The Detail Request has been cancelled.

   All newly created Detail Requests will have the status of 'New'.

3. Start and End Date/Time – The start, and end, date and time of the Detail. This field defaults to the present date and time. Use the 'Calendar' feature to edit these fields. Note that the left portion of the calendar is for the 'Start', and the right portion is for the 'End'.

If any information in the Basic Information Fields was edited, the 'Save' button (on the far right side of the dialog box) becomes available. Click the 'Save' button to save your changes.

C. 'Positions' section of the 'Detail Request for [Incident Number and Name]' pop-up dialog box.

1. A 'Position' is a catalog item you 'add' to a Detail Request (i.e., a catalog item that you are stating is needed to accomplish the Detail).

2. To add a Position to a Detail Request:

   a. Click the 'New' button (to the right of the 'Positions' table), which brings up the 'Add Positions' pop-up dialog box. You can search for a catalog item by Catalog and/or Category (using the 'Catalog' tab), or by Name, Code, and/or Keyword (using the 'Search' tab).

   b. 'Catalog' Tab of the 'Add Positions' pop-up dialog box.

      (1) Select a catalog from the 'Catalog' drop-down list.

      (2) Select a category from the 'Category' drop-down list.

      (3) Select a catalog item from the 'Catalog Item' table.

      (4) Click 'OK'.

   c. 'Search' Tab of the 'Add Positions' pop-up dialog box.

      (1) Enter search criteria in the 'Name', 'Code', and/or 'Keyword' fields, if desired. Wildcard search is permitted.

      (2) Click the 'Search' button.

      (3) Search results are displayed in the 'Search Results' table.

      (4) Select a catalog item from the 'Search Results' table.

      (5) Click 'OK'.

3. The 'Positions' table displays the following information for each Position:

   a. Position – The name of the catalog item.

   b. Min Qual – The minimum acceptable qualification of the resource used to fill the Position. This column defaults to the catalog name.

   c. Quantity – The quantity desired. This column defaults to '1'. To change the quantity, click in the field and type the appropriate number.

d. Request – Indicates (by Yes or No) whether requests have been generated for the Detail Request.

4. To change the minimum qualification of a Position on the Detail:

   a. Select the position, and then click the 'Minimum Rating' button, which brings up the 'Minimum Rating' pop-up dialog box.

   b. The process for selecting a minimum rating is identical to that for selecting a position.

5. 'Save' Button (to the right of the 'Positions' table) – The 'Save' button is only available if an entry in the 'Quantity' column of the 'Positions' table has been edited. Click the 'Save' button to save changes to quantity.

6. 'Undo' Button (to the right of the 'Positions' table) – Clicking the 'Undo' button removes any 'quantity' changes that have not yet been saved.

7. 'Delete' Button (to the right of the 'Positions' table) – Clicking the 'Delete' button deletes the Position selected in the 'Position' table. Multi-select is permitted.

The five tabs at the bottom of the 'Detail Request for [Incident Number and Name]' dialog box contain the same information as the paper version of the Detail Request form presently used by Dispatchers. Therefore, the following discussion focuses on the layout and use of the tabs, and does not explain the individual entries on each tab.

Note that the five tabs apply to <u>all</u> Positions of the selected Detail Request (regardless of which individual Position is highlighted). If you need some positions to have different information under the tabs, you must put them on another Detail Request.

D. 'Requirements' Tab of the 'Detail Request for [Incident Number and Name]' pop-up dialog box.

   1. Employment Status – Select a status from the drop-down list.

   2. Employment Agency – Enter a name in the field.

   3. Agency Uniform – Check the check box to indicate 'Yes'.

   4. Fire Resistant Clothing – Check the check box to indicate 'Yes'.

5. Driver’s License Needed – Check the check box to indicate 'Yes'.

6. Endorsement – If the 'Driver’s License Needed' check box is checked, select an endorsement from the drop-down list.

7. Travel outside Normal Duty Hours is Authorized/Compensated – Check the check box to indicate 'Yes'.

8. Established Work Week – Enter information in the field.

9. Duty Hours – Enter information in the field.

10. Personnel may be rotated – Check the check box to indicate 'Yes'.

11. How Often? (with respect to personnel rotation) – If the 'Personnel may be rotated' check box is checked, enter information in this field.

E. 'Payment' Tab of the 'Detail Request for [Incident Number and Name]' pop-up dialog box.

1. Payment section of the 'Payment' tab – For each item in this section, either leave the 'Requesting Unit' radio button selected (this is the default), or select the 'Sending Unit' radio button.

   a. Rotation.

   b. Travel.

   c. Base Salary.

   d. Per Diem.

   e. Mileage.

   f. F.O.R.

2. Government Lodging Available – Check the check box to indicate 'Yes'.

3. Government Mess Hall Available – Check the check box to indicate 'Yes'.

4. Government Cooking Facility Only – Check the check box to indicate 'Yes'.

5. Commercial Lodging Available – Check the check box to indicate 'Yes'.

6. Max. Lodging Rate ($) – If the 'Commercial Lodging Available' check box is checked, enter a number in this field.

7. Commercial Meals Available – Check the check box to indicate 'Yes'.

8. M & IE Rate ($) – If the 'Commercial Meals Available' check box is checked, enter a number in this field.

9. Must be Self-Subsisting – Check the check box to indicate 'Yes'.

10. Estimated Total Cost ($) – Enter a number in the field.

F. 'Radio' Tab of the 'Detail Request for [Incident Number and Name]' pop-up dialog box.

1. If radios are <u>not</u> needed for the Detail, leave the 'Radios Needed' check box unchecked. No other actions are required on this tab.

2. If radios <u>are</u> needed for the Detail, check the 'Radios Needed' check box, and then specify in the 'Radios' table which radio types are required.

3. To add a radio type to the 'Radio' table:

   a. Click the 'New' button, which adds a row to the table.

   b. Radio Type – Click in the field and enter the radio type.

   c. Programmable – Indicates (by Yes/No) whether you need the radio type to be programmable. This field defaults to 'No'. To change the field, click in the field, and then select the appropriate option from the drop-down list.

   d. Quantity – Indicates the quantity required of the radio type. This field defaults to '1'. To change the field, click in the field and type the appropriate number.

4. 'Delete' Button – To remove a radio type from the 'Radio' table, select the radio type, and then click the 'Delete' button.

5. 'Save' Button – The 'Save' button is only available if an entry in the 'Radios' table has been edited. Click the 'Save' button to save changes to the 'Radios' table.

G. 'Vehicles/Contacts' Tab of the 'Detail Request for [Incident Number and Name]' pop-up dialog box.

1. 'Vehicle Authorized or Requested' section of the tab.

   a. Vehicle Type – Enter a vehicle type in the field.

   b. Agency Owned (AOV) – Check the check box to indicate 'Yes'. If the check box is checked, enter a number in the 'Quantity' field.

   c. Privately Owned (POV) – Check the check box to indicate 'Yes'. If the check box is checked, enter a number in the 'Quantity' field.

   d. Rental Vehicle – Check the check box to indicate 'Yes'. If the check box is checked, enter a number in the 'Quantity' field.

2. 'Contacts' section of the tab.

   a. Electronic Tech's Name and Phone – Enter a name and number in the field.

   b. Personnel Officer and Phone – Enter a name and number in the field.

   c. Budget & Finance Officer and Phone – Enter a name and number in the field.

H. 'Duty Station/Remarks' Tab of the 'Detail Request for [Incident Number and Name]' pop-up dialog box.

1. Requesting Unit's E-mail Address – Enter text in the field.

2. Temporary Duty Station – Enter text in the field.

3. Address/PO Box – Enter text in the field.

4. Phone – Enter a number in the field.

5. Nearest Commercial Airline City – Enter text in the field.

6. Remarks – Enter text in the field.

I. 'Save' Button – Clicking the 'Save' button, on the far right side of the dialog box, saves all changes made to information in the 'Detail Request for [Incident Number and Name]' dialog box.

J. 'Undo' Button – Clicking the 'Undo' button, on the far right side of the dialog box, undoes all changes made to information in the 'Detail Request for [Incident Number and Name]' dialog box that have not yet been saved.

K. 'Delete' Button – Clicking the 'Delete' button, on the far right side of the dialog box, deletes the selected Detail Request. You cannot delete a Detail Request that has been 'broadcast', or for which requests have been generated. Note that once a Detail Request has been deleted, it cannot be reopened.

L. 'Broadcast' Button.

1. Clicking the 'Broadcast' button brings up the 'Broadcast' pop-up dialog box.

2. Select either the 'Selection Area' or 'GACC' ('NICC' if you are a GACC) radio button to indicate where you want the broadcast email(s) to be sent.

3. Click 'OK' to 'broadcast'.

4. The status of the Detail Request (as displayed in the 'Status' field) changes to 'Broadcast'.

5. Note that you <u>do not</u> have to broadcast a Detail Request.

6. Note that your organization, and all organizations that you are broadcasting to, must have a <u>primary</u> email address entered on the 'Organization' ROSS Admin screen.

M. 'Requests' Button.

1. Clicking the 'Requests' button generates resource requests for each Position specified for the Detail Request.

2. A 'Detail Request' message box appears stating 'Requests successfully generated.'

3. The status of the Detail Request (as displayed in the 'Status' field) changes to 'Requests'.

4. The 'Request' column of the 'Positions' table is updated to 'Yes', indicating that requests have been generated for each Position.

N. 'Cancel' Button – Clicking the 'Cancel' button cancels (i.e., closes) the selected Detail Request. You <u>can</u> cancel a Detail Request that has been 'broadcast', but you <u>cannot</u> cancel a Detail request for which requests have been generated. Note that once a Detail Request has been cancelled, it cannot be reopened.

V. 'INCIDENT LIST' SCREEN

Summary.

- Accessed by the 'Incident' menu or the 'IL' toolbar button.
- Used to create a list of local Incidents of particular interest to a User, and to add local Incidents to the 'Most Recent Incidents' toolbar drop-down list.
- 'Local' Incidents are those created by your organization, whether they are Internal or External.
- Filter criteria can be entered in the 'Filter Criteria for Incidents' section of the screen.
- The results of the filtering displays in the 'Incidents Meeting Criteria' section of the screen.
- Incidents displayed in the 'Incidents Meeting Criteria' section of the screen can then be selected and moved down to the 'My Incident List' section of the screen.

A. 'Filter Criteria for Incidents' section of the screen.

The filtering process is used to reduce the list of all Incidents created by your organization down to a list of Incidents of particular interest to the User.

1. Incident Status –Select either the 'Open' or 'Closed' radio button.
2. External – Checking this checkbox will result in only External Incidents being displayed.
3. Date Created – Use the calendar function to specify the period of time (i.e., from what date to what date) during which the Incidents were created. When the 'Calendar' button is clicked, two calendars are displayed. The calendar on the left is for setting the 'From' date; the calendar on the right is for setting the 'To' date.
4. Incident Number – Enter a specific number, or enter the range of numbers (i.e., from what number to what number) desired.
5. Incident Name – Type in the name of a specific Incident. Wildcard search is permitted.
6. Incident Host – Select a host from the drop-down list.

7. Incident Type – Select an Incident type (e.g., Wildland Fire, Prescribed Fire, Law Enforcement) from the drop-down list.

8. Changed From – Applicable only for Incidents for which the host or number has been changed. Type in the previous number of a specific Incident. Wildcard search is not permitted.

9. Location – The location filter can be used in two ways: manually entering location coordinates, or using the 'Pick' button.

   a. Manually entering location coordinates.

      (1) Select one of the three location coordinate type radio buttons.

      (2) Type in the desired coordinates.

      (3) Enter a distance from 2 to 10 miles in the 'With __Miles' field, if desired.

   b. Using the 'Pick' button.

      (1) Click the 'Pick' button to bring up the 'Choose Location' pop-up dialog box.

      (2) Enter a Location Name, if desired (wildcard permitted).

      (3) Select a coordinate type radio button, and enter coordinates, if desired.

      (4) Click the 'Search' button.

      (5) Select the desired location from the table and click 'OK'.

      (6) Back on the Incident screen, enter a distance from 2 to 10 miles in the 'With __Miles' field, if desired.

10. Filter criteria can be entered/selected for any, all, or none of the fields. After entering the desired filter criteria, click the 'Filter' button. The filter results are displayed in the 'Incidents Meeting Criteria' table.

11. 'Clear Filter' Button – Clears the filter criteria in preparation for a new set of criteria to be entered.

12. 'Map' Button – Accesses the Map feature (covered later in the course).

    *** ROSS feature not yet functional ***

B. 'Incidents Meeting Criteria' section of the screen.

   The table displays the local Incidents matching the filter criteria. Three actions can be taken for the Incidents in the table:

   1. Go To Incident – Displays the Incident screen for the selected Incident, where details of the Incident can be viewed.

   2. Add to My Incident List.

      a. Adds the Incident to the table in the 'My Incident List' section of the screen, and removes it from the 'Incidents Meeting Criteria' table.

      b. The 'My incidents List' can be used to create a list of Incidents of special interest to the User.

      c. 'My Incidents List' only assists the User in quickly viewing a list of Incidents – adding an Incident to 'My Incidents List' has <u>no impact</u> on any other function or screen in ROSS.

   3. Add to Most Recent.

      a. Adds the Incident to the 'Most Recent Incidents' toolbar drop-down list (but does not remove it from the 'Incidents Meeting Criteria' table).

      b. The 'Most Recent Incidents' toolbar drop-down list can be used to quickly keep track of, and switch between, <u>local</u> Incidents.

   4. Remove From Most Recent – Removes the Incident from the 'Most Recent Incidents' toolbar drop-down list (but does not remove it from the 'Incidents Meeting Criteria' table).

'My Incident List' section of the screen.

Displays the Incidents that you have added to 'My Incident List'. Three actions can be taken for the Incidents in the table:

1. Go To Incident – Displays the Incident screen for the selected Incident, where details of the Incident can be viewed.

2. Remove from My Incident List – Removes the Incident from the 'My Incident List' table (but the Incident remains in the 'Incidents Meeting Criteria' table).

3. Add to Most Recent – Adds the Incident to the 'Most Recent Incidents' drop-down toolbar list.

4. Remove From Most Recent – Removes the Incident from the 'Most Recent Incidents' toolbar drop-down list (but does not remove it from the 'My Incident List' table).