DETAILED LESSON OUTLINE

COURSE: ROSS Dispatch – Intermediate

UNIT: 1 – Incidents

SUGGESTED TIME: 2 Hours 45 Minutes (1:30 Lecture, 1:15 Practice)

TRAINING AIDS: Computer projector, screen, PowerPoint presentation, computers (one for instructor and one per trainee) with Internet connection.

OBJECTIVES: Upon completion of this unit, the trainee will be able to:

1. Create and manage Initial Reports.
    a. Create and edit an Initial Report.
    b. Associate an Initial Report to an incident.
    c. Promote an Initial Report to an incident.
2. Create and manage Incidents.
    a. Create and edit an Internal incident.
    b. Create and edit an External incident.
    c. Create an Incident Complex.
    d. Associate an Initial Report to an incident.
    e. Enter detailed incident information.
    f. Change the host and/or number of an incident.
    g. Transfer an incident to another dispatch.
    h. Grant multi-reassignment authority to another dispatch.

3. Create incident lists.
    a. Create a My Incident List.
    b. Add an incident to the Most Recent Incidents list.
    c. Remove an incident from the Most Recent Incidents list.

Changes since last version:

1. None.

OUTLINE	AIDS & CUES
INTRODUCE THE UNIT.	01-01-ROSSD-SL
PRESENT UNIT OBJECTIVES.	01-02-ROSSD-SL 01-03-ROSSD-SL
POINT OUT WHICH PORTIONS OF THE 'ROSS DISPATCH PROCESS' ARE DISCUSSED IN THIS UNIT.	01-04-ROSSD-SL 01-01-ROSSD-HO
Summary.	
• These screens are used to enter and manage information about events.	
• ROSS can be used for both emergency and non-emergency events.	01-05-ROSSD-SL 01-06-ROSSD-SL
• An Initial Report should be 'created' to document information about an event that has not yet been confirmed as an incident.	
EMPHASIZE THAT 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.	
• 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.	
EMPHASIZE THAT THE DISPATCH FUNCTIONS OF ROSS APPLY ONLY TO INCIDENTS, NOT INITIAL REPORTS.	
• A ROSS Dispatch can create and manage an incident on behalf of an External Dispatch or a Status-Only Dispatch.	

OUTLINE	AIDS & CUES
LOG INTO ROSS (PAGOSA SPRINGS DISPATCH).	**Log into Pagosa Springs Dispatch**.
BEFORE CONTINUING THE UNIT LECTURE:	
• **PERFORM A QUICK, UNINTERRUPTED WALK-THROUGH OF THE SCREENS AND MAJOR FUNCTIONS TO BE COVERED IN THIS UNIT.**	
• **USE THE 'EXTRA' RESOURCES IN THE TRAINING DATABASE AS APPROPRIATE TO DEMONSTRATE MAJOR ACTIONS.**	
• **DO NOT FIELD STUDENT QUESTIONS DURING THE WALK-THROUGH (HAVE STUDENTS SAVE THEIR QUESTIONS FOR THE LECTURE).**	
I. 'NEW INITIAL REPORT OR INCIDENT' SCREEN	
Summary.	
• Accessed by 'Incident' menu or 'NI' toolbar button. • Used to create Initial Report or Incident.	Open New Initial Report or Incident screen.
A. 'Enter Basic Initial Report/Incident Information' Section of Screen.	
1. 'Internal Incident' and 'External Incident' radio buttons.	
2. Fields in 'Enter Basic Initial Report/Incident Information' section differ for Internal and External incident.	
3. '<u>Internal</u> Incident' radio button (For creating <u>either</u> an Initial Report or an internal incident).	Leave Internal selected.
• Incident Name defaults to incident number. • Initial Reports cannot be named, but a unique Location Name can be entered.	

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• Incident Host (required for incidents). – Your dispatch. – Government Non-Dispatch organizations designated as hosts for your organization. – External supply caches designated as external systems for your organization.	Display drop-down list. Select a Gov Non-Dispatch org.
• Financial Codes – Can select or create and apply to incident. Ad-Hoc codes are not added to master list of codes for host or dispatch.	Click Pick. Click New. Click Cancel.
• Office Reference. • Initial Date/Time.	
• Billing Organization – Displays only if your dispatch or an external supply cache is selected as host.	Select your dispatch as host. Click Pick. Click Cancel.
4. If '<u>External</u> Incident' radio button is selected:	**<u>Select External radio button (at top of screen)</u>.**
• Incident Name. • Type. • Incident Dispatch – Select a radio button.	Select Incident Dispatch = External.
• Dispatch.	Click Dispatch Pick button.
– Can select, create, and edit external dispatches. – New external dispatch becomes affiliate of your dispatch, not a subordinate.	Click Search. Click New. Enter a Name and Unit ID. On Contacts tab click New. Click Close.

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	Select Address tab. Click Cancel. Select Castle Rock. Click OK.
• ‘Status-Only’ Incident Dispatch radio button.	**<u>Back on main screen, select Incident Dispatch = Status-Only</u>.**
• Dispatch – Difference from 'Select External Dispatch' dialog box: Cannot create or edit new status-only dispatch.	Click Pick. Click Search. Pick Cortez Dispatch. Click OK. Click Cancel.
• Incident Host – One of two dialog boxes:	**<u>On main screen, select Incident Dispatch = External</u>.** Click Dispatch Pick button. Click Search. Select Castle Rock. Click OK.
– 'Select Incident Host for <u>External</u> Dispatch' dialog box. ▪ 'Incident Hosts' table – Displays non-dispatch government orgs designated as hosts for selected external dispatch, and external dispatch itself. ▪ Click 'Edit' to edit a host (must be managing dispatch). ▪ Click ‘Search’ to search for an org and designate it as a host for selected external dispatch.	Click Host Pick button.

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○ Click 'Add Host Affiliation' (+). ○ Organization added to 'Incident Hosts' table at top. ▪ Click 'New' to create new non-dispatch government org. ▪ Click 'Remove Host Affiliation' (–) to remove affiliation between a host and selected external dispatch (must be managing dispatch).	Click New. Click Cancel.
EXPLAIN THAT TO ACCESS THE OTHER HOST DIALOG BOX, WE MUST GO BACK AND SELECT A STATUS-ONLY DISPATCH UNIT.	
	Select Incident Dispatch = Status Only. Click dispatch Pick button. Click Search. Select Cortez Dispatch. Click OK.
– 'Select Incident Host for <u>Status-Only</u> Dispatch' dialog box.	Click Host Pick button. Click Search. Select a host.
• Financial Codes.	Click Pick button. Click New. Click Cancel. Click Cancel.
• Contact Person. • Contact Phone. • Date/Time. • Office Reference. • Initial Date/Time.	
	<u>Click Internal Incident radio button at top of screen</u>.

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	Select **CO-SJF** from Incident Host drop-down list.
B. 'Enter Location' Section of screen – Can select or create location.	Enter Lat and Long numbers.
• Section same for internal and external incidents.	Select TRS. Select UTM.
• 'Pick a Location' dialog box - If coordinates entered as search criteria, 10 locations nearest coordinates display	Click Pick.
BRIEFLY DISCUSS THE DIALOG BOX FIELDS.	Click Cancel.
C. 'Airport' section of screen	
• Each incident must have an associated airport. • If host has associated airports they are automatically assigned to incident when created.	Select **CO-RTT** from Incident Host drop-down list.
• Preferred setting of each airport at organization level carried over to incident. • If host has no associated airports or is an external supply cache, click Pick.	Click Pick.
BRIEFLY DISCUSS THE DIALOG BOX FIELDS.	
• Only an FAA airport can be selected when creating an incident. • Selected airport automatically added: – As potential 'Deliver To' location. – To host's list of associated airports.	Click Cancel.
D. 'Radio Frequencies' section of screen. 1. Can: – Remove host, or create ad hoc, frequencies. – Designate frequencies as 'tactical' for incident.	Select **CO-SJF** from Incident Host drop-down list.

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2. Primary host frequencies automatically added to incident.	
3. 'Select Incident Radio Frequencies' dialog box.	
– 'New Incident Radio Frequency' dialog box.	Click New. Enter/select information and click OK.
BRIEFLY DISCUSS THE DIALOG BOX FIELDS.	
– Ad Hoc frequencies not added to host's frequencies. – Removing ad hoc frequency from incident deletes frequency.	
E. 'Enter Documentation' section of screen.	
F. 'Undo' Button.	
G. After information entered:	
• To create Initial Report:	
– 'Next Initial Report #' – Next sequential number for your dispatch for calendar year.	
– Click 'Initial Report' button.	
• To create an incident:	
– 'Next Incident # – Next sequential number based on host. Not applicable to external incidents.	
– 'Incident #'.	
▪ Internal Incidents – Can enter number or accept 'Next Incident' number. ▪ External Incidents – Must enter a number.	
– 'View Issued #' – Incident numbers issued this calendar year for host.	Click View Issued #. Click Close.

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- ‘Complex’ check box – Must have Dispatch Manager role and ‘Complex Incident Management’ function assigned.

EXPLAIN THAT ‘COMPLEX’ INCIDENTS ARE ADDRESSED LATER IN THIS UNIT.

- 'Use Host Default Request Number Block(s)'.

EXPLAIN THAT REQUEST BLOCK NUMBERING IS ADDRESSED LATER IN THIS UNIT.

- 'View Default Request Number Blocks' – Displays default request number blocks, for each catalog, for selected host.
- Click 'Incident' button.
- All incidents initially display in 'Most Recent Incidents' drop-down toolbar list.

- Initial Reports are numbered: '[Dispatch ID]-[6-digit Number]'. For example, MT-PSD-000012.
- Incidents are numbered: '[Host ID]-[6-digit Number]'. For example, CO-RMP-000012.

POINT OUT THAT ONCE CREATED, AN INITIAL REPORT OR INCIDENT CANNOT BE DELETED, THOUGH IT CAN BE CLOSED.

- Complex Incident – Incident having associated incidents. Complex incident serves as an ‘umbrella’ for the other incidents.
  - Incident complex is two or more incidents assigned to single Incident Commander or Unified Command.
  - Given incident can only be part of one complex.
  - All incidents in complex must be managed by same dispatch.

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– Must designate incident as ‘complex’ at time of creation. – An incident can be removed from a complex. – Both open and closed incidents can be a complex incident, and be in a complex. – Internal and external incidents can be complex, and can be associated with either internal or external incident complexes. – Preposition incidents cannot be complex. – Functionality in ROSS for complex incidents and their member incidents is identical to that for non-complex incidents. – Incident complexes are edited on Incident screen.	
EXPLAIN THAT YOU WILL NOW CREATE AN INITIAL REPORT, INTERNAL INCIDENT, AND COMPLEX INCIDENT.	
1. Create an Initial Report. • Select 'Internal Incident'. • Reported By: 'Paul Smith'. • Description: 'Fire at Rolling Ridge'. • Type: 'Wildfire'. • Host: 'CO-SJF'. • Location Name: 'Rolling Ridge'. • LAT/LONG: 39,18,14 N 103,30,45 W	Create the Initial Report.
2. Create an Internal Incident. • Select 'Internal Incident'. • Reported By: 'Jeff Jones'. • Description: 'Fire at Dry Forest'. • Type: 'Wildfire'. • Incident Name: 'Dry Forest'. • Host: 'CO-SJF'. • Location Name: 'Dry Forest'. • LAT/LONG: 37,30,44 N 107,34,50 W • Leave the 'Use Host Default Request Number Block(s)' check box checked.	Create the Incident.

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3. Create a Complex Incident. • Select 'Internal Incident'. • Reported By: 'Bart Thomas'. • Description: 'Fire at Bark Haven'. • Type: 'Wildfire'. • Incident Name: 'Bark Haven'. • Host: 'CO-SJF'. • Location Name: 'Bark Haven'. • LAT/LONG: 38,32,45 N 105,33,52 W • Check the 'Complex' check box. • Leave the 'Use Host Default Request Number Block(s)' check box checked.	Create the Complex Incident.
II. 'INITIAL REPORT' SCREEN	Open **Initial Report** screen.
Summary. • Accessed by 'Incident' menu. • Used to create and edit Initial Reports. A. Initial Report Table – Displays Initial Reports created by your dispatch. • Information displayed for each Initial Report.	
BRIEFLY DISCUSS THE TABLE COLUMNS.	
• 'Search' button.	Click Search. Click Cancel.
B. 'Initial Report [Report Number]' Section of Screen.	
• Initial Report table	Select **<u>Rolling Ridge</u>**.
BRIEFLY DISCUSS THE COLUMNS.	
• 'New' Button.	Click New.
BRIEFLY DISCUSS THE FIELDS.	

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• 'Save' Button. • 'Close Report' Button – Closes Initial Report, but does not delete. • 'Open Report' Button – Reopens closed Initial Report.	Click Undo.
• 'Promote' Button – 'Upgrades' Initial Report to incident. – Only 'Open' Initial Reports can be promoted. – 'Select Incident Host' dialog box.	Click Promote. Click OK to message. Enter coordinates. Click Save. Click Promote again. Select Rolling Ridge as Incident Host Affiliation.
BRIEFLY DISCUSS THE DIALOG BOX FIELDS.	Click 'View Default Request Number Blocks'. Click Close. Click Cancel.
	Click Promote. Select your dispatch as Host. Click Cancel.
• 'Associate' Button. – Associates (links) an Initial Report to an incident. – Associating an Initial Report to an incident does not close Initial Report.	Select **<u>Pearl Lake</u>**. Click Associate. Enter initials of your training GACC (GA, MN, MT, NM, OR, or UT) in first field for Incident #. Enter 'PSD' in second field for Incident #.

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	Click Search. Select **<u>Deer Valley</u>** incident. Click OK.
C. 'Documentation' Section of Screen.	
STOP THE LECTURE HERE AND HAVE STUDENTS PRACTICE THE PARTS OF THE UNIT SCENARIO INVOLVING THE 'NEW INITIAL REPORT OR INCIDENT' AND 'INITIAL REPORT' SCREENS. DO NOT YET MOVE INTO THE PART OF THE UNIT SCENARIO INVOLVING THE 'INCIDENT' SCREEN.	
III. 'INCIDENT' SCREEN Summary. • Accessed by 'Incident' menu or 'IN' toolbar button. • Used to view, edit, and add additional information for existing incidents.	Open Incident screen in context of **<u>Bark Haven</u>** incident.
A. 'Incident Details' section of screen.	
1. Basic information displayed.	
BRIEFLY DISCUSS THE INFORMATIONAL FIELDS.	
2. 'Edit' Button.	Click Edit.
BRIEFLY DISCUSS THE FIELDS.	Click Cancel.
Initial Date/Time field: • Cannot be changed to before the Need Date/Time of any requests on incident. • If changed to a previous year, Incident Number is regenerated using next sequential number for Host for that year.	

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3. 'Close' Button. • All non-replacement requests on the incident must be complete. • Requests that are not completely filled do not prevent an incident from being closed. • An incident can be closed by an external system only if it is the system of record for incident and incident dispatch is associated with the system. • Inactivate Incident Message – After incident closed in ROSS, caches may continue to create replacement requests for lost or damaged items; cache sends Inactivate message when done. • Activate Incident Messages – Cache sends if need to create additional replacement requests after incident has already been inactivated. ROSS will not archive the incident until an 'Inactivate Incident' message is received from cache that activated the incident.	
4. 'Open' Button.	
5. 'Detail Request' Button – Available only for preplanned incident types.	
EXPLAIN THAT DETAIL REQUEST IS DISCUSSED IN THE ADVANCED COURSE.	
6. 'Related Incidents' Button. • Displays incidents related to your incident.	Click Related Incidents.
BRIEFLY DISCUSS THE DIALOG BOX FIELDS.	
• Relating an incident to your incident: – '+' button.	Click +.

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– Select relationship to be established: ▪ Follow-On radio button – Links a subsequent incident to your incident. ▪ Predecessor radio button – Links a previous incident to your incident. ▪ Complex radio button – Only displays for complex incidents. Adds an incident to your complex incident.	Select Complex.
– Search for incident to relate to your incident.	Click Search. Select **<u>Dry Forest</u>**. Click Apply. Click Close.
POINT OUT TO STUDENTS THAT THE DRY FOREST INCIDENT IS NOW PART OF THE BARK HAVEN INCIDENT COMPLEX.	
• '–' button.	Click OK.
	<u>Change Incident Context to Deer Valley.</u>
7. 'Associated Initial Reports' Button.	Click Associated Initial Reports.
• Displays Initial Reports associated to your incident. • Briefly discuss the table columns. • Associating an Initial Report to your incident: – 'New' button. – Search for and select Initial Report to associate to your incident.	Click New. Enter '**<u>Peach Lane</u>**' in 'Location Name' field. Click Search. Select Initial Report with prefix of your training GACC (GA, MN, MT, NM, OR, or UT). Click OK. Click OK.

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8. 'Print Incident' Button.	
9. ‘Register / Deregister Incident Interest’ messages.	
• When an external system registers interest in an incident, ROSS sends incident information and subsequent updates. • When an external system deregisters interest in an incident, ROSS ceases updates.	
B. 'Location' section of screen.	
• Displays incident location. • 'Edit' button.	Click Edit. Click Cancel.
DEMONSTRATE HOW EACH OF THE FOLLOWING TABS FUNCTIONS. HOWEVER, FOR TIME CONSIDERATIONS, DO NOT ENTER DATA OR PERFORM ACTIONS WITHIN THESE TABS.	
C. 'Navigation Aids' Tab.	
• Table on 10 navigation aids, imported with FAA airport data, nearest incident location. • Reload bases table – Airports and locations associated with incident as a reload base.	
D. 'Aviation Hazards' Tab.	Display Aviation Hazards tab.
• Fixed and non-fixed aviation hazards (entered by any ROSS organization) within 5 miles of incident coordinates automatically applied to incident. • Also displays fixed and non-fixed aviation hazards added to incident by users. • Adding an aviation hazard.	Click New.
BRIEFLY DISCUSS THE DIALOG BOX FIELDS AND BUTTONS.	Display Hazard Type drop-down list.
• 'Edit' button.	Click Cancel.

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E. 'Financial Codes' Tab.	Display Financial Codes tab.
BRIEFLY DISCUSS ADDING A FINANCIAL CODE TO THE INCIDENT.	Click New. Click Cancel.
• Asterisk in 'Used' column indicates if code has ever been used. • One code can be designated as 'default'. • An NFES Supply request cannot be created unless incident has an active default financial code. • Click ‘Active’ check box to make code available for use on incident. • Only codes designated as ‘active’ by incident host can be added or set to ‘active’. • Ad Hoc financial codes are not retained in financial code database after incident is closed, however they are kept in the incident records.	
F. 'Compact' Tab (Not functional).	
G. 'Locations' Tab.	Display Locations tab.
• Displays locations, entered by your organization, being 'used' on incident. • To 'add' a location to incident can: – Choose an existing location. – Choose an existing location, modify it, and save it as a new location. – Create a new location.	Click New.
BRIEFLY DISCUSS THE DIALOG BOX FIELDS.	
• Must search first.	Click Search.
• Creating a new location – New and Save buttons.	Click New. Click Undo.
• Location Use (in dialog box and on tab).	Display drop-down list. Click Cancel.
• Navigation Instructions. • Locations added to incident automatically become Deliver To options.	

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H. 'CAD' Tab.	Display CAD tab.
• Only displays if your dispatch has at least one CAD system entered on External Systems tab of Organization screen. • Displays incident's System of Record, which is initially set to organization (ROSS or CAD system) that created incident. • Clicking Pick brings up Select System dialog box. Search for and select ROSS or a CAD system as appropriate. • Withhold External Systems Transactions check box – Temporarily suppresses ROSS-to-CAD notifications for incident. ROSS continues to receive messages from CAD systems regarding incident.	Click Pick. Click Cancel.
I. 'Frequencies' Tab.	Display Frequencies tab.
• Initially displays frequencies selected or created for incident when created. • 'New' and 'Edit' Buttons.	Click New. Display drop-down list. Click Cancel.
J. 'Airports' Tab.	Display Airports tab.
• Displays FAA and non-FAA airports added to incident. • Adding an airport to incident.	Click +.
BRIEFLY DISCUSS THE DIALOG BOX FIELDS.	Click Search.
• Automatically becomes a Deliver To location for incident.	Select any airport. Click OK.
• Navigation Instructions.	Click in Nav Instructions field. Type any text. Click Save.
• 'Special Conditions' box displays special conditions entered for selected airport using 'Airport' ROSS Admin screen.	

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• Removing an airport from incident. • Cannot remove last FAA airport from an incident. • Changing preferred setting of an airport • Adding (or removing) airport of type 'Tanker Base' does not add (or remove) it from Reload Bases tab (and vice-versa).	
K. 'Reload Bases' Tab.	Display Reload Bases tab.
• Displays reload bases for incident. Reload bases can be: – Tanker bases. – Airports that are not tanker bases. – Locations.	
• Adding a reload base to incident.	Click +.
BRIEFLY DISCUSS THE DIALOG BOX FIELDS.	
• Locations tab – Can select, create, or edit location.	Click Locations tab. Click Cancel.
L. 'Directions' Tab.	Display Directions tab.
• Displays directions entered for <u>incident location</u> (using 'Incident' screen). • Adding directions. • If incident location has navigation instructions, they display here.	Type in some text. Click Save.
M. 'Contacts' Tab.	Display Contacts tab.
• Displays contacts added by incident dispatch. • Does not display contacts added by other dispatches for non-local support requests • Incident dispatch's Primary Office and Primary 24-hour contacts copied to incident when created. • 'New' and 'Edit' buttons.	Click New. Display drop-down list. Click Cancel.

OUTLINE	AIDS & CUES
N. 'Organizations' Tab.	
1. Used to select Host, Benefiting, Dispatch, Billing, External Dispatch (external incidents only), and Default Cache organizations for incident.	Display Organizations tab.
2. Host Organization.	Click Host Pick button.
BRIEFLY DISCUSS THE DIALOG BOX FIELDS.	
• An external supply cache can be an incident host • Incident financial codes and radio frequencies do not change when host changed. • Financial codes and radio frequencies associated with new host become available. • Existing incident shipping addresses replaced with new host's shipping addresses. • Block Numbering. – If no requests yet created, blocks of new host applied. – If requests have been created, blocks of old host remain in place.	
EXPLAIN THAT REQUEST BLOCK NUMBERING IS ADDRESSED LATER IN THIS UNIT.	Click Cancel.
EXPLAIN THAT THE PICK BUTTON FUNCTIONS SIMILARLY FOR BENEFITING, DISPATCH, AND BILLING ORGANIZATION.	
3. 'Transfer Incident' by changing Dispatch Organization – User must have 'Dispatch Manager' role and 'Transfer Incident' function. You cannot transfer a preposition incident.	Click Dispatch Pick button.
• Cannot transfer to an external, status-only, or removed dispatch. • Cannot transfer to an external supply cache. • Cannot transfer a Preposition incident.	

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• Cannot transfer an incident with a request in the process of being placed to or retrieved from an external supply cache.	Click Cancel.
4. Default Cache Organization – Optional. Will be pre-selected ‘place-to’ cache when placing an NFES request.	Click Default Cache Pick button.
• If incident dispatch has a default, it becomes incident default. • ‘Select Default Cache’ dialog box.	Click Cancel.
O. 'Documentation' Tab.	Display Documentation tab.
P. 'Request Blocks' Tab.	Display Request Blocks tab.
• Master 'template' of blocks established for a host by its managing dispatch on 'Organization' screen.	
EXPLAIN THAT EDITING A HOST'S TEMPLATE IS ADDRESSED IN THE 'ROSS ADMINISTRATION' COURSE.	
• Host’s template can be applied each time incident created. • Blocks can be modified for incident without affecting host template. • Default Cache Request block always created in Supply catalog. • 'Default' button. • ‘New’ and ‘Edit’ buttons.	Select Supply catalog.
EXPLAIN THAT SPLITTING AND EDITING INCIDENT REQUEST BLOCKS IS DISCUSSED IN THE NEW REQUEST UNIT.	
Q. 'Reassign Authorization' Tab.	Select Reassign Authorization tab.
• Can authorize other dispatches to multi-reassign resources to your incident.	

OUTLINE	AIDS & CUES
• Must have Dispatch Manager role and 'Non-Local Multiple Reassignment' function. • Cannot authorize external or status-only dispatch, or external supply cache.	
• Grant reassign authorization.	Click +.
POINT OUT TO STUDENTS THAT LATER IN THE COURSE WE WILL REASSIGN MULTIPLE RESOURCES FROM BUENA VISTA DISPATCH TO THE PAGOSA SPRINGS DEER VALLEY INCIDENT.	**<u>Search for and select Buena Vista Dispatch.</u>** **<u>Click OK</u>.**
• Removing a dispatch. • When incident transferred, reassignment authorizations remain intact.	
R. 'Shipping Addresses' Tab – Displays shipping addresses assigned to incident.	Select Shipping Addresses tab.
• If incident host has at least one shipping address, all shipping addresses of host are copied to incident.	
• Can designate an incident default; will be pre-populated selection when creating an NFES category request.	
• 'Add/Edit Shipping Address' dialog box.	Click New.
BRIEFLY DISCUSS THE DIALOG BOX FIELDS.	
Ship To Name – Click Pick to change organization and select an existing address. 'Select Shipping Address Organization' dialog box: – ICBS caches do not display – 'Select Address From [your dispatch]' check box.	Click Pick.
	Click Cancel. Click Cancel.

OUTLINE	AIDS & CUES
IV. 'INCIDENT LIST' SCREEN	Open Incident List screen.
Summary.	
• Accessed by 'Incident' menu or 'IL' toolbar button. • Applicable to Local incidents only. • Used to create list of incidents of particular interest to User, and add incidents to 'Most Recent Incidents' toolbar drop-down list.	
A. 'Filter Criteria for Incidents' section of screen.	
BRIEFLY DISCUSS THE FILTER FIELDS.	
• External – Results in only External incidents being displayed.	
• 'Changed From' – Applicable only to incidents for which host or number has changed. Type in previous number.	
• Location – Can enter or select.	Click Pick. Click Search. Select any location. Click OK.
• 'Within __Miles' field – Can enter number from 2 to 10.	Click Filter.
B. 'Incidents Meeting Criteria' section of screen.	
• Go To Incident.	
• Add to My Incident List. – Adds incident to 'My Incident List' table. – Only assists User in quickly viewing list of incidents – has <u>no impact</u> on any other ROSS screens or functionality.	Select **<u>Red Barn</u>**. Click Add To My Incident List.

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• Add to Most Recent. – Adds incident to 'Most Recent Incidents' toolbar drop-down list). – Can be used to quickly keep track of, and switch between, local incidents. • Remove From Most Recent. C. 'My Incident List' section of screen.	Select **Red Barn**. Click Add to Most Recent.
V. PRACTICE SESSION **(HAVE STUDENTS COMPLETE ALL REMAINING PARTS OF THE UNIT SCENARIO.)**	
REVIEW UNIT OBJECTIVES.	01-07-ROSSD-SL 01-08-ROSSD-SL
QUESTIONS?	
REQUEST STUDENTS FILL OUT UNIT EVALUATION.	