Merge Incidents - merging two incidents together

This guide explains how to merge two open incidents together. Topics include:

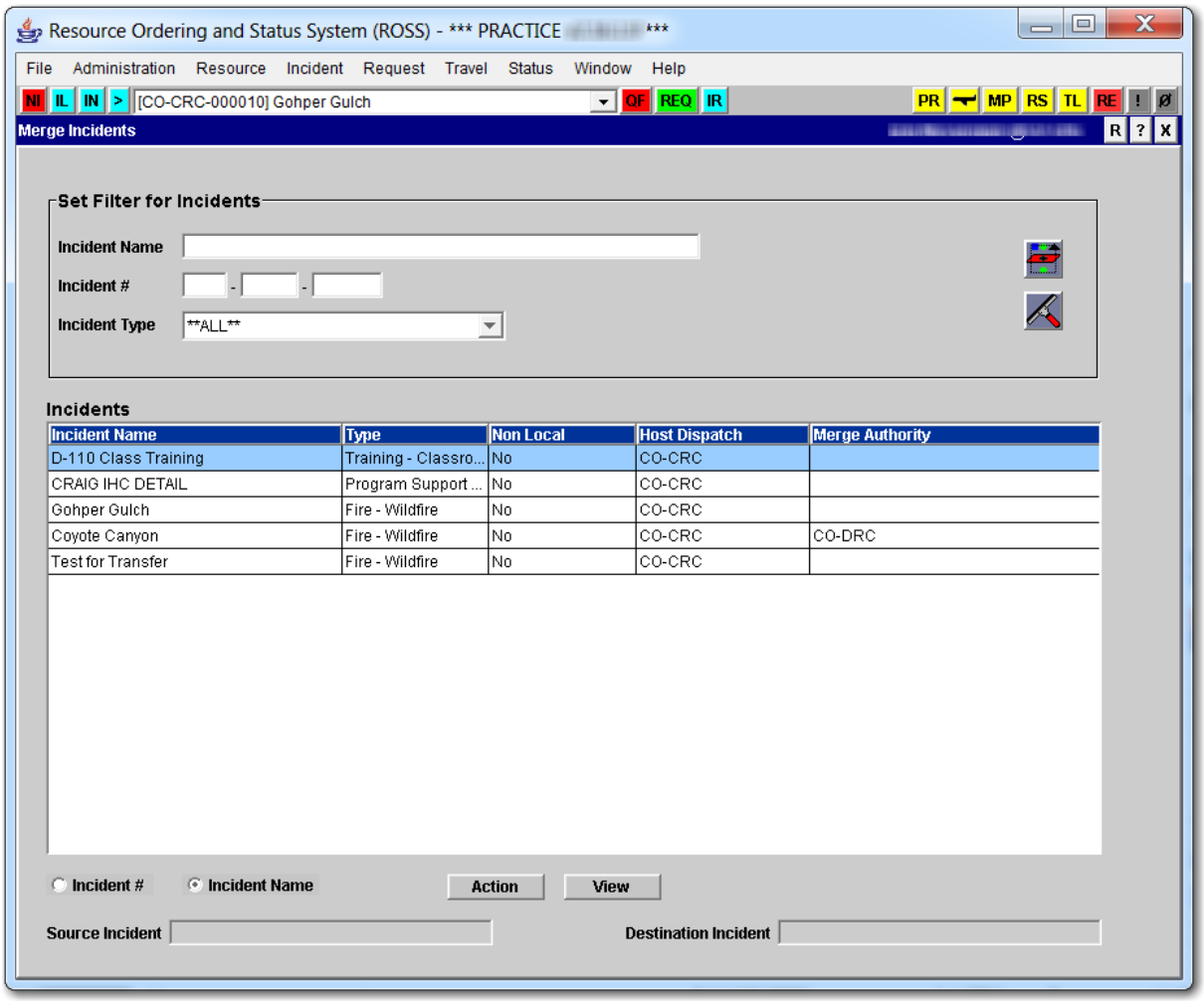
- Merging incidents and granting authority
- Exploring Merge Incidents in detail.

You must have the Dispatch Manager role to merge incidents.

To access the Merge Incidents screen

- On the **Incidents** menu, click **Merge Incidents**.

Merge Incidents screen



Merging incidents and granting authority

This section explains how to merge one incident, the “source,” into another incident, the “destination.” It also explains how to grant and clear merging authority for an incident.

To merge a source incident to a destination incident

1 On the **Merge Incidents** screen, click the **Filter** button.

*To search by **Incident Name,** click **Incident Name**, which is located near the bottom of the **Merge Incidents** screen.*

2 Under **Incidents**, click to select the **source Incident** of your choice.

Action 3 Click the **Action** button, and then click to select **Set Source Incident**.

You may set your destination incident first.

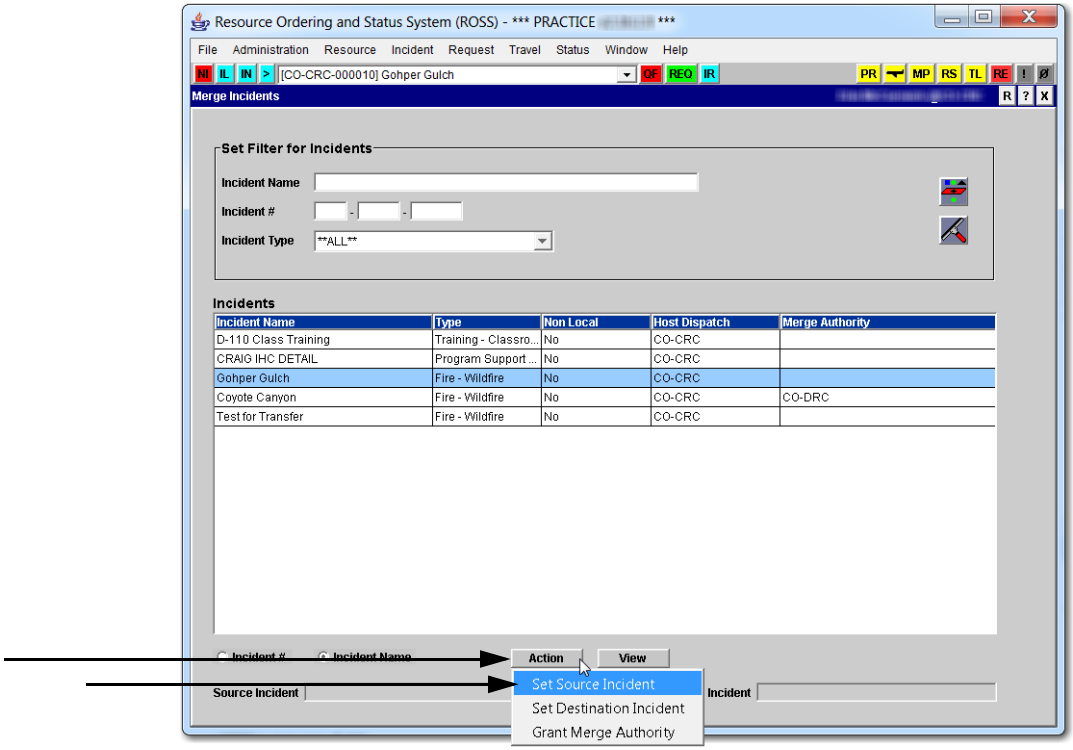
4 Under **Incidents**, click to select the **destination Incident** of your choice.

Action 5 Click the **Action** button, and then click to select **Set Destination Incident**.

Action 6 Click the **Action** button, and then click to select **Merge Incidents**.

7 On the **ROSS Confirmation Message** dialog box, click **Yes** to confirm or click **No** to cancel.

The following diagram shows a Merge Incidents screen. The arrows point to the Action button menu and options and the location of the Source Incident.

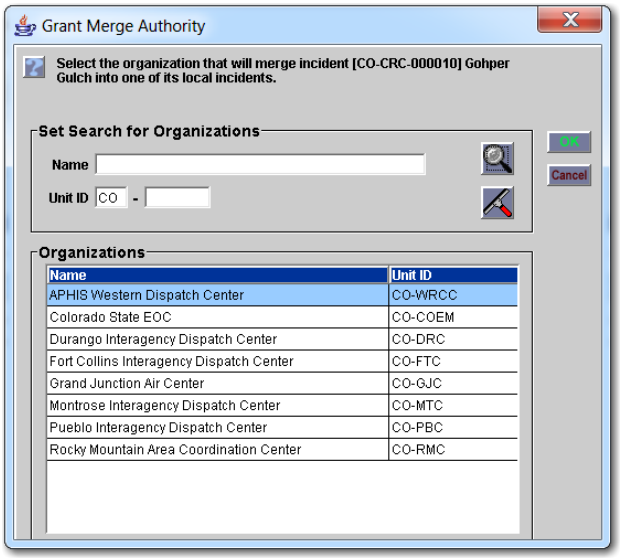


To grant merge authority for an incident

1. On the **Merge Incidents** screen, click the **Filter** button.
2. Under **Incidents**, click to select the **Incident** for which you want to grant merge authority.

3. Click the **Action** button, and then click to select **Grant Merge Authority**.
4. On the **Grant Merge Authority** dialog box, search for and then click to select the **organization** of your choice, and then click **OK**.

The following diagram shows the Grant Merge Authority dialog box.



To clear merge authority for an incident

1. On the **Merge Incidents** screen, click the **Filter** button.
2. Under **Incidents**, click to select the **Incident** for which you want to clear merge authority.

3. Click the **Action** button, and then click to select **Clear Merge Authority**.

Exploring Merge Incidents in detail

Remember these key points when merging incidents:

- You must designate a source and a destination incident. The source incident is merged into the destination incident, which remains open after the merge. The source incident is closed during the merge process and cannot be reopened. Auto-documentation is created for both incidents.
- If the source and the destination incidents are managed by different dispatch centers, the dispatch office managing the destination incident must perform the merge. The Dispatch Manager of the source incident must grant permission for the merge.

- You can merge both internal and external incidents. If either of the selected incidents is external, you must be sure that all handwritten requests are entered into ROSS prior to the merge. Otherwise, ROSS-generated request numbers may duplicate handwritten request numbers.
- You can not select a complex incident as either the source or destination incident for a merge. You can merge incidents *associated* with complexes without effecting the associations.
- You can not select a preposition incident as either the source or destination incident for a merge.
- While the merge is taking place, both the source and destination incidents are unavailable. Since this may take several minutes, the best time to perform merges is when the day's activity is at a minimum.
- After a merge, aviation hazards, locations, frequencies, airports, reload bases, and navigation instructions associated with the source incident are added to the destination incident but are not attached to the destination dispatch center. Occurring only when two local incidents are merged, duplicate aviation hazards, locations, airports, and reload bases are suppressed. Financial codes, contacts, directions, and documentation are not copied from the source to the destination incident.
- The following items on the destination incident are unaffected by the merge
  - Incident Name/No
  - Incident Type
  - Initial Date/Type
  - Coordinates
  - Locations
  - Organizations
  - Directions
  - Contacts
  - Documentation
  - Airports/Reload Bases
  - Aviation Hazards
  - Frequecies
  - Request No. Blocks
  - Related Incidents
  - Related Initial Reports.
- When performing a merge, you must choose whether to cancel or copy all pending non-subordinate requests from the source incident to the destination incident. **Pending subordinate requests are automatically copied to the destination**. If you cancel pending requests, auto-documentation and a history record are created for each pending request, and indicates the cancellation due to merge. You can also choose to be notified of canceled requests, including those canceled due to merge.
- Resources assigned to the source incident are reassigned to the destination incident if their status is reserved, mob-en-route, at incident, released at incident, tentative release, or reassigned at incident.
- Resources assigned to the source incident that are demob-en-route are not reassigned to the destination incident. Even if there are demobing resources, the source incident is closed after the merge, and you can not change the travel of these resources. However, you can display these resources on the Demob In Route tab on the Pending Request screen, and

then reassign these resources as usual. You can also view these resources on the demob travel reports (next 48/last 24 hours).

- You can not set travel for resources that are reassigned due to merge. After the merge is completed, the Travel screen may be used by those in the new placing chain to update travel for those resources.

For more information about merging incidents, please refer to the section, "Merge Incidents," in the "ROSS Version 2.3 Release Notes." These are available at: http://ross.nwcg.gov/.