

## To create an incident

- 1 On the **Incident** menu, click **New Initial Report or Incident**, or click **NI**
- 2 Click the **Type** drop-down arrow, and then select the **Incident Type**.
- 3 In the **Incident Name** text box, type the **Name of the Incident**.  
*This step is optional. If you do not name the Incident, ROSS will use Incident Number as the default.*
- 4 Click the **Incident Host** drop-down arrow, and then select the appropriate organization serving as the **Incident Host**.

- 5 Click  and then search for and select the Billing Organization for the Incident.
- 6 Under **Enter Location**, type the **New or Existing Location of the Incident**, or click  to search for an existing location of your choice.
- 7 Under **Complete Incident**, type the **Incident Number** in the **Incident #** text box.  
*If you leave this text box blank, ROSS will assign the next available Incident Number.*
- 8 When finished entering incident information, click 

*Predefined frequencies for the Incident Host display under Radio Frequencies. Click the Pick Incident Frequencies button to add and/or remove frequencies.*

Latitude	Longitude	Name	State	Unit ID
37 57 41 N	103 32 60 W	ARKANSAS VALLEY RGNL MEDICAL ...	CO	ID-NIC
40 36 15 N	105 22 23 W	ARP SO	CO	CO-FTC
0 0 0 N	0 0 0 W	Arvada	CO	CO-RMC
38 34 2 N	107 59 44 W	ASH MESA	CO	ID-NIC
39 15 36 N	106 54 44 W	ASPEN	CO	ID-NIC
40 31 1N	106 2 18W	Aspen Campground	CO	CO-CRC
39 11 38 N	106 50 25 W	ASPEN VALLEY HOSPITAL	CO	ID-NIC

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