

To transfer an incident - for the source dispatch

- 1 On the **Most Recent Incidents** drop-down toolbar, click the **Incident** of your choice, and then click to update the **Incident Context**.
- 2 On the **Incident** menu, click **Incident**, or click .
- 3 On the **Incident** screen, click the **Organizations** tab, and then click to pick the **Dispatch Organization**.
- 4 On the **Select Incident Organizations** dialog box, click the **All Organizations** option.
- 5 Narrow your filter criteria, and then click .

- 6 Click the **Incident Organization** where you want to **transfer the Incident**, and then click .
- 7 On the **Change Incident Host** dialog box, click to confirm.
- 8 To return to the **ROSS Home** screen, click .

The incident is transferred to the incident organization you selected. It is removed from the source dispatch and is now at the destination dispatch.

VOR	VOR Name	State	Bearing	Distance
ALS	ALAMOSA	CO	52	27
PUB	PUEBLO	CO	210	61
TAS	TAOS	NM	14	62
CIM	CIMARRON	NM	329	66
FCS	BUTTS	CO	189	73
TBE	TOBE	CO	269	83

Name	FAA Code	Bearing	Distance
FREMONT COUNTY	1V6	179	53
PUEBLO MEMORIAL	PUB	210	59
ROCKY MOUNTAIN MET...	BJC	173	142

Name	Unit Id
APHIS Western Dispatch Center	CO-WRCC
Colorado State EOC	CO-COEM
Craig Interagency Dispatch Center	CO-CRC
Durango Interagency Dispatch Center	CO-DRC
Fort Collins Interagency Dispatch Center	CO-FTC
Grand Junction Air Center	CO-GJC
Montrose Interagency Dispatch Center	CO-MTC
Pueblo Interagency Dispatch Center	CO-PBC
Rocky Mountain Area Coordination Center	CO-RMC

This incident will be transferred to Dispatch CO-CRC.

CAUTION: Users at Dispatch Pueblo Interagency Dispatch Center should close all screens where [CO-PBC-000001] Squirrel Slope is currently displayed including New Request, Pending Request, Request Status, Incident Resources and Travel.

Do you wish to continue?

ROSS Information Message

Transfer is complete. The Incident screen will now be closed.

Helpdesk: 866-224-7677
email: helpdesk@dms.nwcg.org

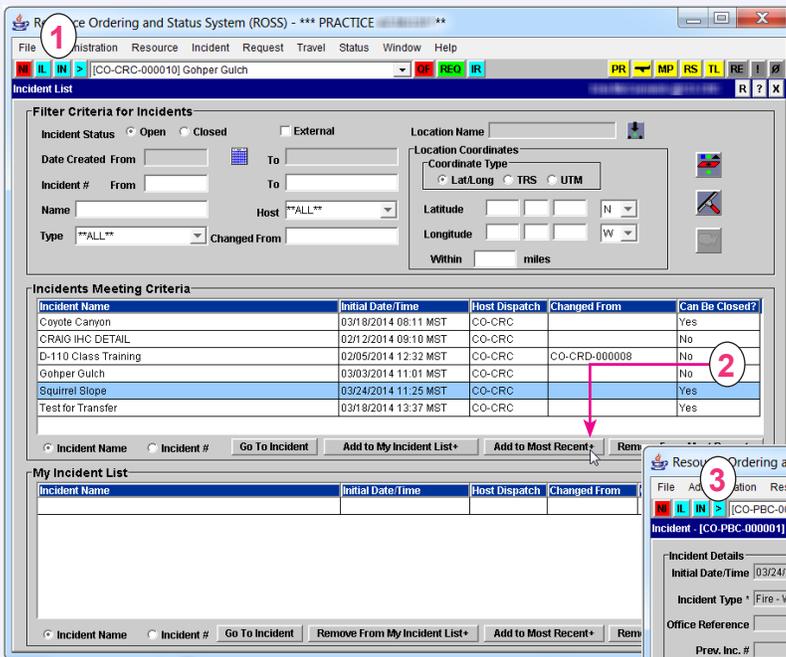


To transfer an incident - for the destination dispatch

- 1 On the **Incident** menu, click **Incident List**, or click **IL**
- 2 On the **Incident List** screen, search for and click the **Transferred Incident**, and then click **Add to Most Recent+**
- 3 On the **Incident** menu, click **Incident**, or click **IN**
- 4 On the **Incident** screen, click the **Organizations** tab.
- 5 On the **Organizations** tab, opposite **Host**, click **↓**
- 6 On the **Select Incident Organizations** dialog box, search for and click the **Host Organization** of your choice.

- 7 In the **Incident #** text box, type the **New Incident Number**, or leave blank to designate the **Host-Assigned Incident Number**.
- 8 Click **OK**
- 9 On the **Change Incident Host** dialog box, click **Yes**
- 10 Repeat step #5 to change the **Benefiting and Billing Organizations**, as appropriate.
- 11 Click the remaining tabs on the **Incident** screen and modify the information as appropriate.

Reload bases, primary office, and primary 24 hour contacts associated with the destination dispatch center are attached to the transferred incident.



Change the Host, Benefiting, and Billing Organizations as appropriate for the transferred incident.

