



Advanced Unit 4 – Merge Incidents

**ROSS Dispatch Training Instructor Guide
Release 2.16.12**

For ROSS Steady State
Operations & Maintenance

12.0



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Advanced Unit 4 – Merge Incidents

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Advanced Unit 4 – Merge Incidents

OBJECTIVES

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

1. Grant Merge Authority to another dispatch.
2. Merge two incidents.

REVISION LOG

Rev #	Date	Revision(s)	Author
12.0	10/08/2018	2.16.12: No updates.	M. Apicella
11.0	01/22/2018	2.16.11: No updates.	M. Apicella
10.0	10/06/2017	2.16.10: No updates.	M. Apicella
9.0	03/29/2017	2.16.9: No updates.	M. Apicella
8.0	01/23/2017	2.16.8: No updates.	M. Apicella
7.0	01/16/2017	2.16.7: Update to Merge Incident section for QC19844.	M. Apicella
6.0	05/11/2016	2.16.6: No updates.	J. Olson
5.0	02/16/2016	2.16.5: No updates.	C. Dingman
4.0	07/14/2015	2.16.4: No updates.	C. Dingman
3.0	04/23/2015	2.16.3: Added text in Section “Merge Incidents” to reflect new rules for incident merge.	C. Dingman
2.0	09/30/2014	2.16.2: No updates.	C. Dingman
1.0	02/28/2014	Re-formatted for consistency with NAP Instructor Guides, and updated for ROSS version 2.16.1.	J. Vahl

ADVANCED UNIT 4: MERGE INCIDENTS

4.1 Objectives

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	4.1 Objectives	<p>Display Slide ROSSD-SL-ADVANCED-04-01 (Merge Incidents).</p> <p>Display Slide ROSSD-SL-ADVANCED-04-02 (Objectives).</p>

4.2 Overview

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	4.2 Overview	<p>Log into Pagosa Springs Dispatch.</p> <p>Perform a quick, uninterrupted walk-through of the screens and major functions to be covered in this unit.</p> <p>Use the ‘extra’ resources in the training database as appropriate to demonstrate major actions.</p> <p>Do not field student questions during the walk-through; have students save their questions for the lecture.</p>

4.3 Merge Incidents Screen > Set Filter for Incidents Panel

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	4.3 Merge Incidents Screen > Set Filter for Incidents Panel	<p>Open the Merge Incidents screen.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Accessed by Incident menu. • Only users with Dispatch Manager role can access. • Used to merge one incident (source) into another incident (destination). After merge only destination incident remains open. • Incidents being merged do not have to be managed by same dispatch, and do not have to involve dispatches at same level in dispatch hierarchy. • Incident Name. • Incident #.

☑	Topic	Instructor Actions
☐	4.3 Merge Incidents Screen > Set Filter for Incidents Panel (continued)	<ul style="list-style-type: none"> • Incident Type. <p>Select the Teller Peak incident.</p>

4.4 Merge Incidents Screen > Incidents Grid

☑	Topic	Instructor Actions
☐	4.4 Merge Incidents Screen > Incidents Grid	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Following incidents cannot be merged: <ul style="list-style-type: none"> – Preposition. – Complex. – Closed. • Internal incidents can be merged into External incidents and vice versa. • Grid columns of note: <ul style="list-style-type: none"> – Non-Local – Non-local incidents display because another dispatch has granted your dispatch authority to merge the non-local incident into one of your incidents.

☑	Topic	Instructor Actions
☐	4.4 Merge Incidents Screen > Incidents Grid (continued)	<ul style="list-style-type: none"> – Merge Authority – Displays non-local dispatch that has granted authority to your dispatch to merge the incident into one of your incidents. • View button.

4.5 Grant Merge Authority

☑	Topic	Instructor Actions
☐	4.5 Grant Merge Authority	<p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Allows your dispatch to authorize another dispatch to merge your incident into one of their incidents. • An incident can only have one authorized merge dispatch at any one time. • Grant Merge Authority dialog box – Used to select the dispatch that will perform the merge.

☑	Topic	Instructor Actions
☐	4.5 Grant Merge Authority (continued)	<p>Grant Merge Authority to Buena Vista Dispatch.</p> <ul style="list-style-type: none"> • Clear Merge Authority – Removes merge authorization that had been granted to a dispatch for selected incident.

4.6 Merge Incidents

☑	Topic	Instructor Actions
☐	4.6 Merge Incidents	<p>Log into <u>Buena Vista Dispatch</u>.</p> <p>Open the Merge Incidents screen.</p> <p><u>Discuss the following:</u></p> <ul style="list-style-type: none"> • Set Source Incident – Used to designate incident that is being merged into another incident. <p>Set Teller Peak as the Source incident.</p> <ul style="list-style-type: none"> • Set Destination Incident. <ul style="list-style-type: none"> – Used to designate incident into which Source incident is being merged.

☑	Topic	Instructor Actions
☐	4.6 Merge Incidents (continued)	<p data-bbox="850 251 1858 324">– Destination incident cannot be non-local (i.e., can only merge a non-local incident into your local incident).</p> <p data-bbox="802 462 1522 495">Set Sage Brush Hill as the Destination incident.</p> <ul style="list-style-type: none"> <li data-bbox="802 560 1711 592">• Source Incident field – Displays Source incident once it is set. <li data-bbox="802 690 1837 722">• Destination Incident field – Displays Destination incident once it is set. <li data-bbox="802 828 1921 1144">• Cannot perform a merge if: <ul style="list-style-type: none"> <li data-bbox="850 868 1711 974">– Destination incident does not have a default financial code, and either of following requests exists on Source incident: <ul style="list-style-type: none"> <li data-bbox="892 941 1711 974">▪ Request that is pending with an external supply cache. <li data-bbox="892 1071 1879 1144">▪ Open request with a resource whose original assignment was filled by an external supply cache.

☑	Topic	Instructor Actions
☐	4.6 Merge Incidents (continued)	<ul style="list-style-type: none"> – Source or Destination incident has a request in process of being placed to or retrieved from an external supply cache. – There are resources in process of being reassigned from Destination incident to Source incident, and whose original assignments were filled by an external supply cache (because cancel reassignment is not permitted for these resources). – The Source incident is the In Conflict Parent of the Destination incident. – The Source incident has at least one group request with at least one subordinate that has been further reassigned. • If there are pending requests on Source incident, Merge Pending Requests Confirmation dialog box displays. <ul style="list-style-type: none"> – Cancel Pending Requests. – Copy Pending Requests to [Incident Number/Name]. Select Copy Pending Requests.

☑	Topic	Instructor Actions
☐	4.6 Merge Incidents (continued)	<ul style="list-style-type: none"> • Regardless of merge option selected, following pending requests are always copied to Destination incident: <ul style="list-style-type: none"> – Subordinate requests along with their parent request. – NFES requests pending with an external cache <p>Merge Teller Peak incident into Sage Brush Hill incident.</p> <p>Open Request Status screen.</p> <p>Filter for pending Aircraft requests on the Sage Brush Hill incident.</p> <p>Note: Point out that the Airtanker T2 request that was pending on the Teller Peak incident is now pending on the Sage Brush Hill incident.</p> <p>Filter for filled Aircraft requests on the Sage Brush Hill incident.</p> <p>Note: Point out that the Airtanker T2 request that was filled on the Teller Peak incident was merge-reassigned to the Sage Brush Hill incident.</p>

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	4.6 Merge Incidents (continued)	<p>Log into Pagosa Springs Dispatch.</p> <p>Open Incident screen in context of the Teller Peak incident.</p> <p>Note: Point out that the Teller Peak incident was closed due to the merge.</p>

4.7 Objectives Review

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	4.7 Objectives Review	<p>Display Slide ROSSD-SL-ADVANCED-04-03 (Objectives Review).</p> <p>Ensure each objective has been met.</p> <p>Elicit and answer remaining student questions.</p> <p>Request students fill out the unit evaluation.</p>

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<input checked="" type="checkbox"/>	Topic	Instructor Actions

4.8 Practice Session

<input checked="" type="checkbox"/>	Topic	Instructor Actions
<input type="checkbox"/>	4.8 Practice Session	Facilitate the unit practice session.