Creating an Incident in IROC

On the IROC homepage, click the Add icon on the Incidents action tile to open the Create New Incident screen.

1. Set the Initial Date Time* by clicking on the Calendar icon or manually entering the date and time.
   **Note:** IROC defaults Initial Date Time and Time Zone to the current date and time for your dispatch center.

2. To change the time zone, select from the Initial Time Zone* drop-down.

3. From the Jurisdictional Unit* drop-down, select the jurisdictional unit for the incident.
   **Note:** The Jurisdictional Unit (formerly incident host unit) menu contains a list of jurisdictional units for the dispatch center you are logged into.

4. IROC defaults the incident name to the expected incident number. To change the name, type in the Incident Name field.

5. Select the Incident Type* from the drop-down.

6. **Note:** IROC defaults Incident Type to “Fire – Wildfire.”

7. To choose an existing location, click the Search icon in the Location Name* field and choose from the Location drop-down; this will populate the location coordinates.

8. To set a new location, select the coordinate type—Lat/Long, UTM, or TRS—from the Enter Coordinates* drop-down. Then enter the relevant coordinates.

9. Enter Navigation Instructions, if needed.

10. Create, add, or modify Financial Codes for the incident.

11. Create, add, or modify Radio Frequencies for the incident.

12. Click Create Incident.