

## 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.

**Note:** All items marked with an \* are required fields.

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.

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

6 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.

7 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.

8 Enter **Navigation Instructions**, if needed.

9 Create, add, or modify **Financial Codes** for the incident.

10 Create, add, or modify **Radio Frequencies** for the incident.

11 Click **Create Incident**.

Home > Create Incident

### Create New Incident

Expected Incident Number: [View Issued #] [Change Number]

1 Initial Date Time\* 06-19-2019 16:14:16 [Calendar icon]

2 Initial Time Zone\* Mountain [x] [v]

3 Jurisdictional Unit\*

5 Incident Type\* Fire - Wildfire [x] [v]

4 Incident Name

6 Location Name\* [x] [Q]

7 Enter Coordinates Latitude/Longitude [v] Latitude\* [deg] [min] [sec] [N] [v] Longitude\* [deg] [min] [sec] [W] [v]

8 Navigation Instructions

9 Financial Code

Code	Fiscal Year	Owned By	Default	
				[+]

10 Radio Frequency

Frequency	Type	Tone	Contact Name	Owner	Default	Air Tactical	
							[+]

11 Create Incident