Merge Fire Reporting

Did two or more fires burn together? It is time to start reporting them on the same 209. The following steps will line out how to merge.

1. When reporting a merge of two or more incidents, you must complete and **save** all required blocks in the header tab first, and then click the **Merge Incident** button.



The following pop-up window appears.



- 2. To add a child incident that has merged into a parent incident, click +Add Row.
- 3. The **Add Incident for Merge Incident** window pops-up with a list of *existing* incidents within the dispatch zone the parent incident has been created in. Select the appropriate child incident(s) that have merged into the parent incident and click **Submit**.

If the incident you are attempting to add as a merge child does not exist in IRWIN, it will not be available in the pick list. You must create and approve an individual 209 for the incident before it will be available to add as a child incident when a merge occurs.

- 4. To remove an incident from the merge, select the row and click Delete Selected Rows.
- 5. To edit an incident in the merge, select the incident, then select the field under the desired header and complete any changes.

