

Basic IROC Training: Student Guide

Creating an Incident in IROC

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1. Objectives

Upon completion of this unit, you will be able to:

- Create an incident directly in IROC.
- Create a preposition incident.
- Change the incident number.
- Add or modify locations, financial codes, and radio frequencies for an incident.

2. Incidents Overview

An **incident** is a human-caused or natural event requiring action or support by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources. Accurate, detailed information about the incident must be entered before generating resource requests for wildfires and other all-hazard incidents.

Most incidents are initiated in another system and then imported into IROC.

This guide describes how dispatchers can create a new incident within IROC.

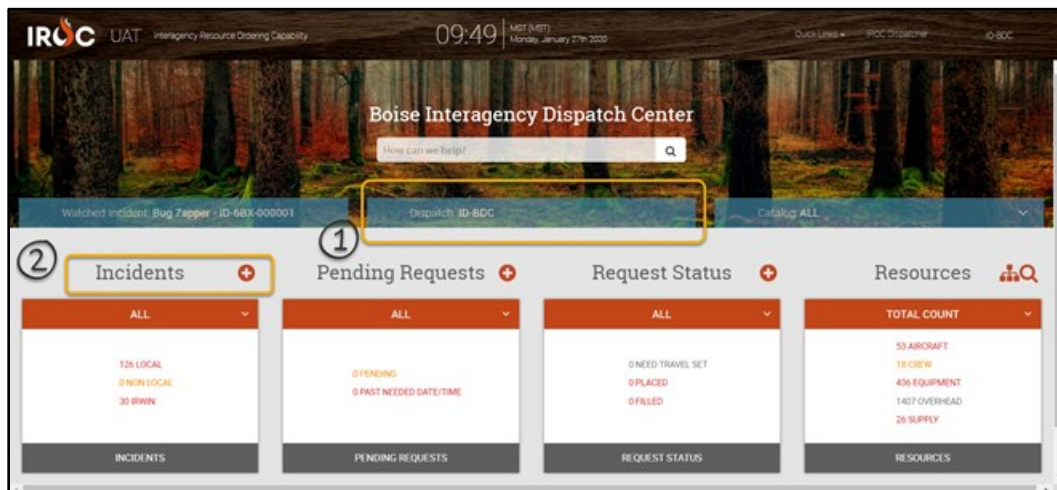
3. Creating an Incident in IROC

Scenario

Nancy is a dispatcher within the Boise Interagency Dispatch Center. A wildfire has been reported, and she needs to create an incident in IROC.

Let's walk through the steps Nancy uses to create the incident.

Process



- 1 Log in to the IROC Portal and select the appropriate dispatch center from the Dispatch Content Selector.
- 2 Click the **Add** (+) icon in the Incidents tile.

3 IROC displays the Create New Incident screen.

The screenshot shows the 'Create New Incident' form. At the top, there's a breadcrumb 'Home > IROC Portal Incident Create' and the title 'Create New Incident' with the subtitle 'Boise Interagency Dispatch Center'. On the right, there's a field for 'Expected Incident Number' with 'View Incident #' and 'Change Number' buttons. The main form has several fields: 'Initial Date/Time*' with a calendar icon, 'Initial Time Zone*' with a dropdown menu, 'Jurisdictional Unit*' with a dropdown menu, 'Incident Type*' with a dropdown menu, and 'Incident Name' with a text input. At the bottom, there are 'Clear Form' and 'Create Incident' buttons.

Note: All items marked with an asterisk (*) in IROC are required. A red (darker shading) asterisk indicates missing/required information; once information has been entered, the asterisk is grayed out (lighter shading).

Tip: Unless otherwise noted, you may type directly in each field. For list menus with many options, start typing in the field to perform a type-ahead search.

4 IROC defaults **Initial Date Time*** and **Initial Time Zone*** to the current date, time, and time zone for the dispatch center you are logged into.

a To change the date or time, click the **Calendar** icon in that field and select the date and time.

This screenshot shows a close-up of the date and time selection interface. The 'Initial Date Time*' field contains '06-19-2019 16:14:16' and a calendar icon. The 'Initial Time Zone*' field shows 'Mountain' with a dropdown arrow. A calendar for June 2019 is open, showing the date 19. The calendar has days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (26, 27, 28, 29, 30, 31, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 1, 2, 3, 4, 5, 6).

Tip: You can also manually enter the date and time in MM-DD-YYYY hh:mm:ss format.

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

5 From the **Jurisdictional Unit*** drop-down, select the jurisdictional unit (formerly known as the *incident host unit*). After choosing a jurisdictional unit, additional fields will appear to allow further information to be added.

This screenshot shows the 'Jurisdictional Unit*' dropdown menu. The menu is open, displaying a list of units. The units listed are: 'Idaho Office of Emergency Management' (ID-IOEM), 'Idaho State Office - BLM' (ID-ISO), 'Lucky Peak Dam and Lake' (ID-LPE), 'Mountain Home Air Force Base' (ID-MHQ), and 'National Interagency Fire Center - Bureau of Land Management' (ID-FCD). There is a search bar at the top of the dropdown.

Scenario: Nancy selects "Lucky Peak Dam and Lake" from the **Jurisdictional Unit** drop-down. Only units within Nancy's dispatch center (ID-BDC) are included in the drop-down.

Note: The **Jurisdictional Unit** drop-down contains a list of jurisdictional units for the dispatch center you are logged into.

Tip: To clear a jurisdictional unit from this field, either select a new unit from the list or click the small **x** in the right side of the field and search again.

- 6 After you select the jurisdictional unit, IROC presents the expected incident number in the upper right corner of the Create New Incident screen.

- a To see a list of incident numbers already in use for your jurisdictional unit, click **View Issued #**.
- b Click **Change Number** to assign a new number to your incident.

Note: Incident numbers in IROC use NWCG standards: State Code + Jurisdictional Unit ID + Sequential Incident Number.

- 7 The **Incident Name** field and the **Location Name*** field default to the expected incident number. To change the incident name, simply type in the field.
- 8 IROC defaults **Incident Type*** to "Fire – Wildfire." To change this, select from the drop-down.

Tip: To create a preposition incident, select "Preparedness/Preposition" from the **Incident Type*** drop-down.

Incident Location

- 1 To select an existing location, click the **Search** icon in the **Location Name*** field to open the Pick Existing Location screen.

- a Select a **Location Type** and a **State** from the drop-down menus; this narrows down the items in the **Location** menu. Location types are airports, organizations, or other locations.
 - b The bottom field will change depending on the chosen location type. Select the location from the drop-down menu or enter text to perform a type-ahead search.
 - c When done, click **Save**. The coordinates will automatically populate.
- 2 To set a new location for the incident, select the location coordinates type from the **Enter Coordinates*** drop-down; then enter the coordinates for the incident's point of origin.

Note: Valid coordinate types are latitude/longitude, UTM (Universal Transverse Mercator), and TRS (Township-Range-Section). IROC defaults to the Latitude/Longitude option.

- a **Latitude/Longitude** coordinates in IROC are entered in the degrees, minutes, seconds format. For example, the lat/long coordinates for Mt. Rushmore are 43° 52' 49" N, 103° 27' 32" W.

- b **UTM (Universal Transverse Mercator)** is similar to the lat/long system, except it divides the earth into 60 zones. A UTM coordinate comprises an easting value (how far east you are), a northing

value (how far north you are), a zone number, and hemisphere (N/S). The UTM coordinates for Mt. Rushmore are zone 13T, easting 623,794.15, northing 4,859,599.16, northern hemisphere.

- c The Public Land Survey System (PLSS) uses **TRS (Township-Range-Section)** to divide public domain lands (lands owned by the federal government for the benefit of US citizens). TRS uses three levels of location details: principle meridian, township, and range. The location may be further refined by using subdivisions (division type/value).

- 3 Enter navigation instructions, if needed, by entering text directly into the **Navigation Instructions** field in the Create New Incident screen.

Incident Financial Codes

- 1 To add a financial code associated with this incident, click the **Add (+)** icon in the Financial Code list to open the Incident Financial Code screen.

- 2 To create a new financial code for an incident, choose the **Create New** option.

- a Enter the **Financial Code***.
- b Select the **Fiscal Year*** (IROC defaults to current fiscal year) and **Owned By*** information from the drop-down menus.

- c Click the **Default** checkbox if appropriate. Only one financial code may be set as the default.
 - d When done, click **Save**.
- 3 To select an existing financial code, choose **Create From Organization** from the **Create Options** drop-down.

- a Select an organization from the **Select From Organization Financial Codes** drop-down.
- b Select a financial code from the **Select From Organization Financial Codes** drop-down. IROC will populate the **Financial Code***, **Fiscal Year***, and **Owned By*** fields with the relevant information.

Note: The codes in the **Select From Organization Financial Codes** drop-down are associated with the incident's jurisdictional unit.

- c Click the **Default** checkbox to make this financial code the default for this incident. Only one financial code may be set as the default.
 - d When done, click **Save**.
- 4 To edit an existing financial code, click the **Edit** icon in the Financial Codes list. To delete an existing financial code, click the **x** icon.

Code	Fiscal Year	Owned By	Default	
P9123	2020	State of Idaho	x	 

Incident Frequencies

- 1 To add a radio frequency to this incident, click the **Add (+)** icon in the Radio Frequency list to open the Incident Frequency screen.

Frequency	Type	Tone	Contact Name	Owner	Default	Air Tactical
+						

- 2 To create a new radio frequency for an incident, choose the **Create New** option.

Incident Frequency

Create Options

Create New

Frequency *

Tone

Type *

Contact Name

Owner

☐ Primary
 ☐ Air Tactical

Cancel

Save

- a Fill in the relevant details, including **Frequency*** and **Type***.
- b If necessary, indicate whether this frequency is **Primary** or **Air Tactical** by clicking in the appropriate checkbox.
- c When done, click **Save**.

Note: A list of frequencies associated with the incident's jurisdictional unit will populate the Radio Frequency list.

- 3 To select an existing radio frequency, choose **Create From Organization** from the **Create Options** drop-down.
 - a Select an organization from the **Select From Organization Frequency** drop-down and fill in the relevant information.
 - b If necessary, indicate whether this frequency is **Primary** or **Air Tactical** by clicking in the appropriate checkbox.
 - c When done, click **Save**.
- 4 To edit an existing frequency, click the **Edit** icon in the Radio Frequency list. To delete an existing frequency, click the **Delete** icon.
- 5 After entering all relevant details for this incident, click **Create Incident** at the bottom of the **Create New Incident** screen.

Tip: To clear all entered information and start again, click **Clear Form**.