

Basic IROC Training: Student Guide

Travel

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1 Objectives

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

- Set a resource's travel ETD and ETA

Note: This guide currently covers setting Resource ETD/ETA. Future versions of this guide will contain information on the other travel options available in IROC.

2 Overview

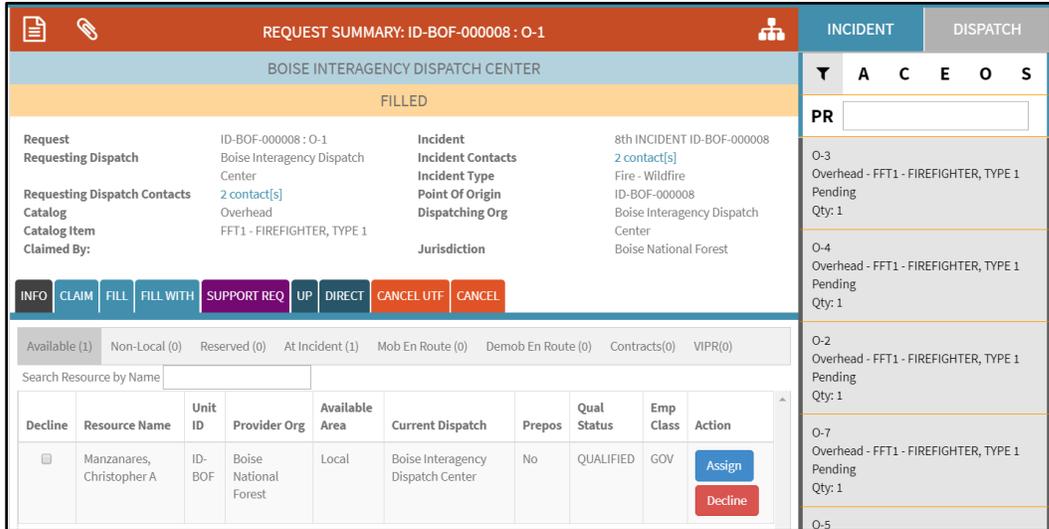
As a dispatcher, you may need to set a travel option for a resource. You can do this when filling a request, setting travel for a request, or releasing a request. Regardless of the situation, setting travel starts from the Manage Request screen.

3 Set Resource ETD and ETA

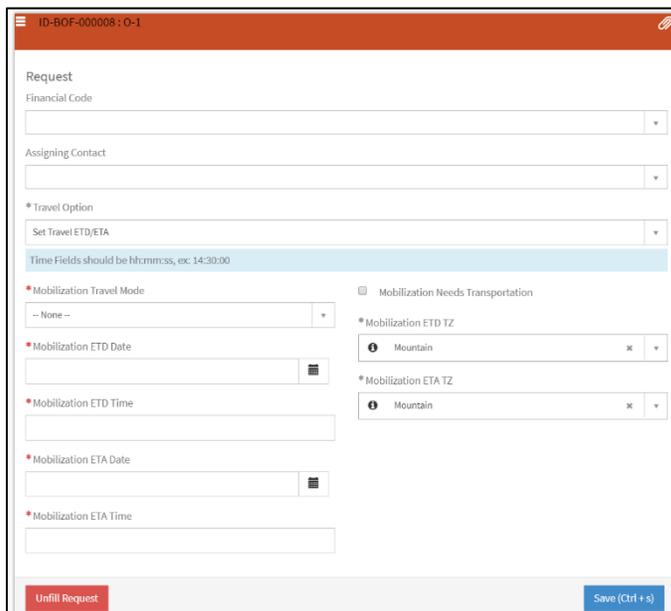
Where a detailed itinerary is not available, you can set an estimated time of departure and arrival for the resource. This section explains how to set resource ETD/ETA when filling, releasing, or modifying a request.

When Filling a Request

Example Scenario: Dispatcher Nancy is filling a request for a firefighter. As she fills with her resource, she chooses to set travel with the ETD/ETA option. She completes the resource’s estimated time of departure to the incident and the estimated time of arrival. She then saves her record.



- 1 Navigate to the **Manage Request** screen.
- 2 Click the **Fill** action button to add a resource to the request.
- 3 Choose a resource and click the **Assign** action button to fill the request with that resource.
- 4 In the Incident request screen, choose **Set Travel ETD/ETA** from the **Travel Options*** drop-down.



- 5 Complete the required fields.
 - a Mobilization Travel Mode
 - b Mobilization ETD Date and Time – To set estimated departure
 - c Mobilization ETA Date and Time – To set estimated arrival
 - d ETD and ETA Time Zones – This defaults to the time zone for your current dispatch center.
- 6 When done with all fields, click **Save**.

When a Request Is Filled and Pending

When the resource is filled on a request, you can edit mobilization travel by clicking on the Travel tab from the Manage Request screen for that resource. Complete the same fields as previously described and save the request.

When the Resource Is Released from Incident

When the resource is released from incident, you can go to the Manage Request screen and enter their demobilization travel for when they are released. Complete the same fields as previously described and save the request.

Notes:

To set travel for a resource, your dispatch must be **one** of following:

- The incident dispatch
- A member of the ordering chain of the request
- The home dispatch of the resource demobilizing to home
- The preposition dispatch of a resource demobilizing from non-preposition back to preposition