APPENDIX A

COURSE ORDERING AND SUPPORT INFORMATION

Each instructor should have a copy of the Instructor Manual or at a minimum a copy of the Units they will be teaching from the Instructor Manual.

Each student should have a copy of the Student Workbook, Student Reference Guide, and an initiated EDRC taskbook if available. Each group of four students needs a current NFES Supply Catalog (or copies of relevant sections-see Unit 8).

Students will need a laptop or desktop PC. Instructor will need a computer and projector to demonstrate ROSS screens and display the electronic presentations.

There needs to be internet connectivity in the classroom. The internet is needed to connect to ROSS Practice and will allow students to connect to the list of web links provided. Access to a printer is recommended.

Each student will need a unique student number assigned to them. This can either be done via the sign in sheet or during introductions. ROSS resources will be numbered to coincide with their student number.

The following links should either be provided to students as a handout or pre-loaded onto a thumb drive for students to use (instructors will need to check these links for updates prior to providing them to the students):

NICC Logistics Reference Materials
http://www.nifc.gov/logistics/references.htm

Unit Identifier Page
http://www.nifc.gov/unit_id/Publish.html

List of active position codes in IQCS
http://iqcs.nwcg.gov/files/iqcs/documents/Business/IQCS_Position_List_Website.xls

Expanded Dispatch Job Aids
http://www.nifc.gov/nicc/logistics/references/Dispatch_Job_Aid.pdf

Resource Ordering and Status System http://famit.nwcg.gov/applications/ROSS 2

BIA Blue Book (Wildland Fire and Aviation Program Management and Operations Guide   http://www.bia.gov/nifc/operations/bluebook/index.htm

VIPR Dispatch Priority Lists http://www.fs.fed.us/business/incident/dispatch.php

AirNav webpage http://www.airnav.com/airports/

NFES (National Fire Equipment System Catalog)
http://www.nwcg.gov/sites/default/files/products/2015-NFES-catalog-08June15-web.pdf

Incident Response Pocket Guide
http://www.nwcg.gov/sites/default/files/products/pms461.pdf

Interagency Standards for Fire and Fire Aviation Operations
https://www.nifc.gov/policies/pol_ref_redbook.html

National Dispatch Standard Operating Guide for Contracted Resources
http://www.nifc.gov/nicc/logistics/references/National_SOG_Contracted_Resources_Guide.pdf

Instructors can add additional links or documents for local protocols. i.e.:

Northwest Data Entry Standard for Supplies
http://www.nwccweb.us/content/pdfs/dispatch/Northwest%20ROSS%20Supply%20SOP%202013.pdf3

LEAD INSTRUCTOR PRE-WORK

The following are items that will need to be completed prior to the first day of class. It is also recommended that you contact ROSS and let them know you are planning to use the Practice server ahead of time.

Check your student roster and see if you can access their profiles in ROSS Practice. If you are missing any students you will need to make contact with them and/or their home dispatch to ensure they have a profile prior to class.

Update the following handouts:

04-02 – Insert date/time needed for Day 2 of class @ 1200 then copy one per student.

04-03 – Check local ROSS Practice and filter for FFT1s on resource status screen. Transfer one name to each line according to the number of students on your roster. Copy one for each student. You do not need to make resource "available" since students will do that in class.

04-04 – Insert date/time needed for Day 2 of class @ 1200 then copy one per student.

04-05 – Add date/time needed as Day 2 of class@ 1800. Go into ROSS Practice and create enough T2 or T2IA crews so each student can fill the order. Each Crew should have a unique number corresponding to student numbers. **EXAMPLE: CREW – T2 – GRAYBACK 1, CREW – T2 – GRAYBACK 2, etc.**

When finished go to Resource Status and make all the Crews Available. (If a crew is showing as "Vendor Owned" change owner to your dispatch center.)

04-06 – Add date/time needed as Day 2 of class@ 1800. Go into ROSS Practice and create enough T6 Engines and (Type Any) Dozers so each student can fill the order. Each piece of equipment should have a unique number corresponding to student numbers.

05-01 - Check ROSS Practice and filter for DIVS on resource status screen. Transfer one name to each line according to the number of students on your roster. Copy one for each student.

05-02 – Print one per student.

06-01 through 10-03 – Print one per student.

11-01 – Add a name of an overhead resource from local ROSS Practice and copy one per student.

11-02 through 12-03 – Print one per student.

Assign one of the Instructors to an incident with "Travel To Be Arranged". Use this in Unit 6 to demonstrate the travel screen.

Create an appropriate number of incidents in ROSS Practice to assign one incident per group of 4 students. You can also use pre-existing incidents in ROSS Practice.

Edit 01-15EP to match local ordering channels.