

# 4th Tier & Exchange

4th Tier Dispatch Centers and the 3rd Tier Dispatch Centers supporting them must interact with IRWIN in a different process to ensure duplicates are not created and perpetuated in the exchange environment. The steps below will guarantee a duplicate-free set of records.

1. 4th Tier Center will request a FireCode via the FireCode application. The incident will be available in WFDSS, 209, EGP, and other read-only systems, but NOT ROSS.

**1**

**Create FireCode**

If you are using WildCad on this incident, DO NOT CREATE A FIRECODE HERE. If you do it will create duplicate incidents.

(Optionally, if you would like to create a FireCode for an existing IRWIN incident that does **NOT** already have a FireCode, click [here](#))

2. 3rd Tier Center will create the incident in ROSS from scratch. Do NOT use WildCAD to get the incident in ROSS - it will create duplicate records.

**2**

**New Incident**

Enter Basic Incident Information

Internal Incident  External Incident

Reported By: \_\_\_\_\_

Description: \_\_\_\_\_

Type: Fire - Wildfire

Incident Name: \_\_\_\_\_

Incident Host: \_\_\_\_\_ Financial Codes: \_\_\_\_\_

Office Reference: \_\_\_\_\_

Initial Date/Time: 07/23/2017 13:22 MST

Create Incident

Next Incident #: \_\_\_\_\_

Incident #: \_\_\_\_\_

Use Host Default Request Number Block(s)

3. If the 3rd Tier Center needs to track the incident in WildCAD, it should be created as the Type: Resource Order or Miscellaneous.

**3**

SDD SRA NCD PRA

2017 - 1 Type: Resource Order (N/A) Open

Dt Tm 07/23/2017 09:49 Name: \_\_\_\_\_

Cmts

Ord#: SD-PRA-000162

Map Print PDF Fax WX MapF

Note: Entering the incident as a fire in WildCAD to get it into ROSS is NOT an option. Do not do it as it will create duplicate incidents in the exchange environment.