

Southern Nevada Fire Operations

Tactical Worksheet Instructions

Tutorial Guideline

The following is a guideline that explains how to complete the SNFO Tactical Worksheet. The main purpose of the Tactical Worksheet is to assist Incident Commanders with maintaining accountability of all units working at an emergency scene. The worksheet is also intended to document a working history of all assignments given to each unit.

Getting Started

Unit	Staged	Assignment	PAR	Recycle	Assignment
E 1	X		-		
E 201	X				
E 3					
E					
T 1					
T					
R 1					
R 4					
CBRN8					
B 1					

Write unit numbers while en route

When a unit announces arrival place an "X"

Circle Command Mode and Strategy when announced.

Write Command name in the top of the IC box and indicate unit that is in Command in the lower left hand corner.

Incident # _____ Date: _____

Southern Nevada Fire Operations
Incident Command Worksheet

Senior Advisor	IC	Deputy IC	TAC channel
	E1 Fremont		

Command Mode: Investigate **Fast Attack** Command

Strategy: **Offensive** Defensive Combination

Safety

Branch

Branch

Branch

Command/RIT Staging: _____ Tac g
 _____ Tac _____
 _____ Tac _____

Div / Grp	Div / Grp	Div / Grp	Div / Grp	Div / Grp	Div / Grp	On Deck	RIT Grp
FA							
E1							

In the vertical tracking section of the worksheet write the assignment under Div/Grp and the unit assignment in the box below. This should also match the left to right tracking.

As the incident progresses you will begin to fill in both the vertical and horizontal tracking sections of the tactical worksheet. Combined the vertical and horizontal sections assist the Incident Commander with accurate accountability and unit assignments throughout the incident.

The PAR box indicates the number of personnel that have entered the IDLH area - ex. "E1 entering the structure with 3."

Unit	Staged	Assignment	PAR	Recycle	Assignment	PA	Rec	Assignment	PA	Rec	Assignment	PAR
E 1	X	FA	3									
E 201	X											
E 3												
E												
T 1												
T												
R 1												
R 4												
CBRN8												
B 1												

When a unit is given an assignment, indicate in the horizontal tracking section. This should match the vertical tracking section.

Continue filling in Div/Grp assignments and write the unit(s) assigned to that Div/Grp below.

Div / Grp	Div / Grp	Div / Grp	Div / Grp	Div / Grp	Div / Grp	On Deck	RIT Grp
FA Div 2	Exp	Vent	Med				CBRN8
E1	E201	T1 R1	R4				

If the original assignment is renamed then draw a single line through the previous assignment and write in the new assignment.

When more than one unit is assigned to a Div/Grp place a circle around the unit that is responsible for that Div/Grp

Continue indicating unit assignments in the left to right tracking section

Unit	Staged	Assignment	PAR	Recycle	Assignment	PAR	Recycle
E 1	X	FA	3				
E 201	X	Exposure 2	4				
E 3	X	Blower					
E							
T 1	X	Vent	4				
T							
R 1	X	Vent	2				
R 4	X	Med					
CBRN8		RIT	4				
B 1	X	IC					
2nd Alarm							

A single line indicates that a unit is "In-Transit" to a Div/Grp. When they arrive write the time above the line.

Continue indicating the number of personnel in the IDLH area.

Tracking PAR's and Recycle

Unit	Staged	Assignment	PAR	Recycle	Assignment	PAR	Recycle
E 1	X	FA	3	/			
E 201	X	Exposure	4				
E 3	X	Blower					
E							

One line indicates that a crew is exiting the structure and preparing to recycle - ex. "E1 is recycling and exiting with 3"

Unit	Staged	Assignment	PAR	Recycle	Assignment	PAR	Recycle
E 1	X	FA	3	/			
E 201	X	Exposure	4				
E 3	X	Blower					
E							

When the crew has exited the hazard zone place a circle around the PAR - ex. "E1 has exited with 3."

Unit	Staged	Assignment	PAR	Recycle	Assignment	PAR
E 1	X	FA	3	X		
E 201	X	Exposure	4			
E 3	X	Blower				
E						

When a crew indicates they have completed a Recycle complete the "X" - "Command, E1 has recycled and ready for assignment."

Tracking the Incident Commander

Southern Nevada Fire Operations
Incident Command Worksheet

Senior Advisor	IC	Deputy IC
	Fremont E4 B1	

When the IC changes write a line through the first IC, and then write in the new IC in the box. This gives a history of who had Command.

Southern Nevada Fire Operations
Incident Command Worksheet

Senior Advisor	IC	Deputy IC
	Fremont E4 B1 E3	

When the IC changes continue to write a line through the last unit and write the new IC in the box

Bench Marks

Write the time when personnel enter the structure.

Personnel in Structure 20 : 14 Water Supply Ventilation Utilities
 Primary Water on Fire Knockdown Secondary Loss Stopped

Place an "X" in the appropriate box when a Bench Mark has been completed.

Horizontal Tracking History

The Horizontal tracking below indicates:

- E1 is assigned to Div 2 and interior with 3
- E201 has been released
- E3 is assigned to Div 2 and interior with 3
- T1 is assigned to Div 2 and interior with 4
- R1 is On-deck
- R4 is assigned Med Grp
- CBRNE 8 has been released
- B1 is IC
- 10 personnel are working in the IDLH

Continue to track left to right and indicate new assignments when given.

A complete "X" indicates that a crew has Re-cycled.

Unit	Staged	Assignment	PAR	Recycle	Assignment	PAR	Recycle	Assignment	PAR
E 1	X	FA	3	X	Div 2	3			
E 201	X	Exposure	4	X	Search	3		Released	
E 3	X	Blower			On Deck			Div 2	3
E									
T 1	X	Vent	4	X	Salvage	4		Div 2	4
T									
R 1	X	Vent	2	X	On Deck				
R 4	X	Med							
CBRN8		RIT	4		Released				
B 1	X	IC							

A circle around a unit indicates that they are out of the IDLH and have a PAR.
 No circle indicates the unit is working in the IDLH.

The arrow indicates that a crew was re-assigned - They did not Re-cycle and they still have a PAR

Vertical Tracking History

The vertical tracking below indicates:

- E3 is in charge of Div 2 and has two other units assigned to them
- No one is assigned to Exposure Grp
- No one is assigned to Vent Grp
- R4 is assigned to Med Grp
- No one is assigned to Search
- No one is assigned to Salvage
- R1 is On Deck
- CBRNE 8 is assigned to RIT

Div / Grp	Div / Grp	Div / Grp	Div / Grp	Div / Grp	Div / Grp	On Deck	RIT Grp
FA / Div 2	Exp	Vent	Med	Search	Salvage	E3	CBRN8
E1	E204	T1	R4	E204	T1	R1	
E3		R1					
E1							
T1							

The circle indicates who is responsible for the Div/Grp and the units listed below work for them.

When a unit is no longer assigned to a Div/Grp, or On Deck, place a line through the unit number.

Branches

Incident # _____

Southern Nevada Fire Operations
Incident Command Worksheet

Command Mode: Investigate Fast Attack **Command**

Strategy: Offensive **Defensive** Combination

Senior Advisor Chief Miramontes	IC B1 Fremont	Deputy IC B2
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Safety **B10 Aide**

Branch
North B5

Branch
South B15

Branch

Command/RIT	Tac	5
Staging	Tac	6
North	Tac	8
South	Tac	9

Div / Grp	Div / Grp	Div / Grp	Div / Grp	Div / Grp	Div / Grp	On Deck	RIT Grp
B5		B15					
E1		E3					
E2		E6					
E5		E7					
E4		E8					Rehab
T1		T2					
R1		R2					

Personnel in Structure _____ : _____
 Water Supply
 Ventilation
 Utilities

Primary
 Water on Fire
 Knockdown
 Secondary
 Loss Stopped

Unit	Staged	Assignment	PAR	Recycle	Assignment	PAR	Recycle	Assignment	PAR	Recycle	Assignment	PAR					
E1	X	North Branch															
E2	X	North Branch															
E3	X	South Branch															
E4	X	North Branch															
T1	X	North Branch															
T																	
R1	X	North Branch															
R																	
B5	X	IC															
2 nd Alarm																	
Staging Location			Main and Gass			Tac Ch.			6			Staging Area Manager			Eng from E5		
E5		North Branch															
E6		South Branch															
E7		South Branch															
E8		South Branch															
T2		South Branch															
T																	
R2		South Branch															
R																	
B2		Deputy IC															

This is an example of what The IC's Tac Sheet may look like if they assign Branch Directors

Branch name and who is assigned

Horizontal and vertical tracking should match

Last Update 1/30/09

The Branch Director will take their own tracking sheet and provide assignments and accountability for all units in their Branch.

Incident _____ Incident Command Worksheet

Command Mode
 Investigate Fast Attack **Command**

Senior Advisor Chief Miramontes
IC Fremont
Deputy IC B2

Strategy
 Offensive **Defensive** Combination

Safety B10 Aide

Branch
 North B5

Command/RIT Tac 5
 Staging Tac 6
 North Tac 8
 South Tac 9

Div / Grp	Div / Grp	Div / Grp	Div / Grp	Div / Grp	Div / Grp	On Deck	RIT Grp
FA	Bravo Exp	Delta Exp	Med				
E1	E5	E4	R1				
E2							
T1							

Vertical and Horizontal tracking is

Personnel in Structure _____ : _____ Water Supply Ventilation Utilities
 Primary Water on Fire Knockdown Secondary Loss Stopped

Unit	Staged	Assignment	PAR	Recycle	Assignment	PAR	Recycle	Assignment	PAR	Recycle	Assignment
E 1	<input checked="" type="checkbox"/>	FA									
E 2	<input checked="" type="checkbox"/>	FA									
E 5	<input checked="" type="checkbox"/>	Bravo Exp									
E 4	<input checked="" type="checkbox"/>	Delta Exp									
T 1	<input checked="" type="checkbox"/>	FA									
T											
R 1	<input checked="" type="checkbox"/>	Med									
R											
B 5	<input checked="" type="checkbox"/>	North Branch									

2nd

In this particular scenario crews are operating in a defensive mode and it is not necessary to indicate unit PAR's - However, if the incident was offensive then the Branch Director would track unit PAR's to indicate who is in the IDLH

Recycles will still need to be tracked

Note - The IC may ask for a PAR within your assigned Branch so be ready to provide that when asked.

RIT / MCI

Southern Nevada Fire Operations
RIT

LUNAR Report

Location _____
 Unit _____
 Name _____
 Assignment _____
 Resources _____

Command / RIT Tac _____
 Staging Tac _____
 Tac _____
 Tac _____

Time: _____

RIT 1	RIT 2	RIT 3	On Deck	Fire Med

Acknowledge Mayday	LUNAR Report	Advise Units Stay on Task	Deploy RIT 1	Dispatch Additional Alarms	Secure 2 nd Radio Frequency	RIT Branch
Unit	Assignment	PAR	Assignment	PAR	Assignment	PAR

Southern Nevada Fire Operations
MCI

Level 1 MCI (5-25) _____
 Level 2 MCI (25-50) _____
 Level 3 MCI (50+) _____

Senior Advisor _____ IC _____ Deputy IC _____

ESD Branch

Triage	Treatment	Transport			

Primary	Secondary	Follow-up Report	Benchmarks
# of Pts	Status	# of Pts	# of Pts
	Major		All Pts Triaged <input type="checkbox"/>
	Minor		All Inmed Trans <input type="checkbox"/>
	Delayed		All Delayed Trans <input type="checkbox"/>
	Minor		All Pts Trans <input type="checkbox"/>

- Triage
- Control Hazards
- PD / NHP
- Unified Command
- Rescue / Extrication Grp
- Heavy Rescue
- Ambulances Needed
- AMR / Medic West Supervisor
- "START" Tags
- Notify Hospitals
- Hospital Channel
- Staging Area Manager
- Decon
- Haz Mat
- Helo / Landing Zone
- Public Works
- Chief All Call
- Rehab

Southern Nevada Fire Operations
RIT

LUNAR Report

Location _____
 Unit _____
 Name _____
 Assignment _____
 Resources _____

Command / RIT Tac _____
 Staging Tac _____
 Tac _____
 Tac _____

Time: _____

RIT 1	RIT 2	RIT 3	On Deck	Fire Med

Acknowledge Mayday	LUNAR Report	Advise Units Stay on Task	Deploy RIT 1	Dispatch Additional Alarms	Secure 2 nd Radio Frequency	RIT Branch
Unit	Assignment	PAR	Assignment	PAR	Assignment	PAR

LUNAR report info

RIT Branch, RIT Grp, Entry Attendant

When the Mayday is announced utilize the prompts in the grey box to facilitate the rescue.

Tracking RIT resources is accomplished the same as the primary tracking sheet. Left to right tracking is on the bottom and vertical is on the top.

Determine the level of MCI based on the number of patients

Level 1 MCI (5-25)
 Level 2 MCI (25-50)
 Level 3 MCI (50+)

Southern Nevada Fire Operations
 MCI

Senior Advisor	IC	Deputy IC

EMS Branch

Triage	Treatment	Transport			

Triage Report				Benchmarks	
Primary	Status	Secondary	Follow-up Report		
# of Pts		# of Pts	# of Pts		
	Morgue			All Pts Triage	<input type="checkbox"/>
	Immediate			All Immed Trans	<input type="checkbox"/>
	Delayed			All Delayed Trans	<input type="checkbox"/>
	Minor			All Pts Trans	<input type="checkbox"/>

- | | | |
|---|--|--|
| <input type="checkbox"/> Triage | <input type="checkbox"/> Ambulances Needed | <input type="checkbox"/> Decon |
| <input type="checkbox"/> Control Hazards | <input type="checkbox"/> AMR / Medic West Supervisor | <input type="checkbox"/> Haz Mat |
| <input type="checkbox"/> PD / NHP | <input type="checkbox"/> "START" Tags | <input type="checkbox"/> Helo / Landing Zone |
| <input type="checkbox"/> Unified Command | <input type="checkbox"/> Notify Hospitals | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Rescue / Extrication Grp | <input type="checkbox"/> Hospital Channel | <input type="checkbox"/> Chief All Call |
| <input type="checkbox"/> Heavy Rescue | <input type="checkbox"/> Staging Area Manager | <input type="checkbox"/> Rehab |

The MCI portion of the tracking sheet is used as prompts to help organize the incident - Ex. Triage, Treatment and Transport.

The primary triage report is the initial number of victims - This will allow the IC to determine the number of resources.
 The secondary triage report is used as a follow-up to determine is resources are meeting the needs of the incident

The prompts are used as a reminder to request the appropriate resources if needed for the incident.

The size of the MCI will determine if units can be tracked on the MCI tracking form. You can use the horizontal tracking on the RIT form to keep track of unit assignments.
 If the incident is larger it can be tracked on the regular Incident Tracking sheet - The MCI tracking sheet can be used as a memory jogger to ensure that the appropriate resources have been requested

Incident # _____

Southern Nevada Fire Operations Incident Command Worksheet

Command Mode
 Investigate **Fast Attack** Command

Strategy
 Offensive Defensive Combination

Senior Advisor	IC	Deputy IC
	E1 Fremont	



Div / Grp	Div / Grp	Div / Grp	Div / Grp	Div / Grp	Div / Grp	On Deck	RIT Grp
FA							
E2							
e1							

If a unit assigns their crew to another unit indicate by using a "lower case" letter under the unit they are assigned. In this case - E1 is Command and they have assigned their crew to E2.

Div / Grp	Div / Grp	Div / Grp	Div / Grp	Div / Grp	Div / Grp	On Deck	RIT Grp
FA / Div 2	Exp	Vent	Med	Search	Salvage	E3	CBRN8
E1	E201	T1	R4	E201	T1	R1	
E3		R4					
E1				Charlie Div			
				T1			

Div/Grps may be assigned and later not needed - As the incident progresses you may run out of vertical boxes. The example above is one way to continue using the same Tac sheet and add more Div/Grp boxes.