

<p style="text-align: center;">TOWNSHIP FIRE DEPARTMENT CHAPTER 2: SUGGESTED OPERATING GUIDELINES</p>

Part 5: I.C.S. - Planning Function

Subject: Tactical Worksheet

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Section: 2-5-2

Effective Date: 07-01-95

Reviewed/Revised Date: 04-26-10

- 2.01 Goal. To provide a method for tracking resources, unit assignments, and organizational development during emergencies.
- 2.02 Tactical Worksheet.
- A) Tracking assignments and the organization of an incident can be a significant problem for command. The tactical worksheet provides a system which allows Command to write and record important activities.
 - B) The tactical worksheet is used to record the following items:
 - 1) Unit status - responding, staged, assigned.
 - 2) Benchmark of completion and times.
 - 3) Diagram of fire area or occupancy.
 - 4) Activity checklist - assignments, rescue, fire control, etc.
 - 5) Organization structure.
 - C) The tactical worksheet is the basic record for incident information.