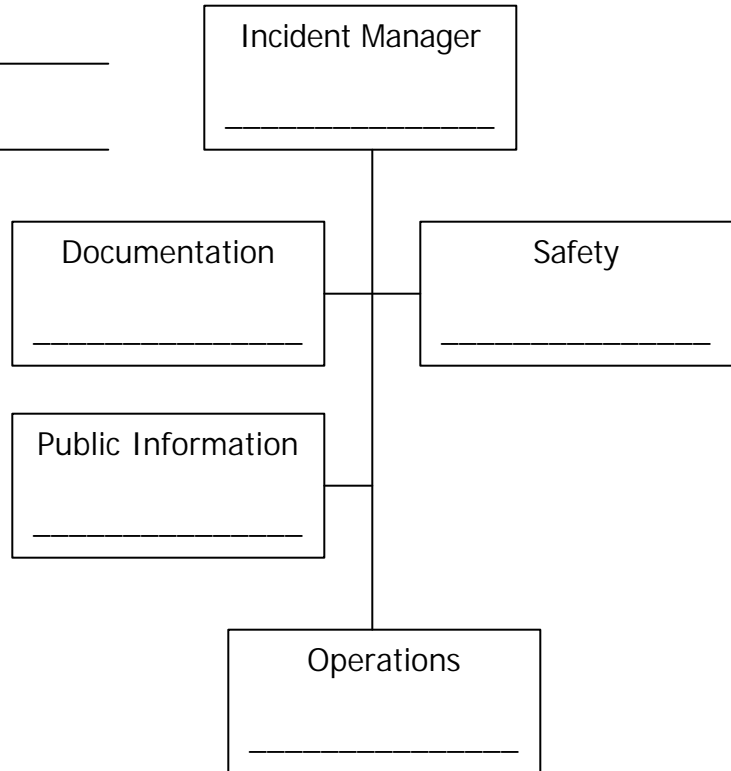


# INCIDENT MANAGER TACTICAL WORKSHEET

Incident Type: \_\_\_\_\_

Incident Time \_\_\_\_\_

Incident Date: \_\_\_\_\_



- \_\_\_ Activate the Incident Command System (declare an emergency)
- \_\_\_ Establish and maintain communications with 911
- \_\_\_ Establish a command post location
- \_\_\_ Conduct a "Size-Up"
  - What specifically has happened?
  - Are there injuries? How many?
  - Is the situation- improving/deteriorating/stabilized
- \_\_\_ Accomplish the Incident Objectives
- \_\_\_ Obtain progress reports (re-evaluate the situation)
- \_\_\_ Provide a status report to emergency response agencies
  - What has happened?
  - What have you done?
  - What do you anticipate or need?

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# OPERATIONS "FIRE"

BRANCH DIRECTOR	ACCOUNTABILITY COMPLETE	PRIMARY SEARCH COMPLETE	TOTAL NUMBER INJURED	BRANCH DIRECTOR WORKSHEET
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				

- Establish communication with Branch Directors and Incident Manager
- Report to the Command Post
- Obtain daily student attendance record from the Documentation Officer
- Obtain accountability of students from Branch Directors
- Ensure that utilities (gas & electric) are shut off by the Safety Officer
- If students are missing, cross reference student accountability with Documentation
- If students are missing, coordinate a team to conduct a secondary search "if it is safe"
- Provide information updates to the Incident Manager

Notes:

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# BRANCH DIRECTOR "FIRE"

GROUP LEADER	RED (+ / -)	GREEN	ACCOUNTABILITY COMPLETE	PRIMARY SEARCH COMPLETE	TOTAL NUMBER INJURED
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					

- Establish communication with Group Leaders and Operations
- Report to a pre-determined outside location to communicate with Group Leaders
- Obtain accountability of students from Group Leaders
- Notify Operations of accountability status
- Obtain Group Leader worksheets
- Deliver Group Leader and Branch Director Tactical Worksheets to Operations
- Provide progress reports to Operations
- Notify Operations when you are enroute to the command post

Notes:

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# GROUP LEADER "FIRE"

TEACHER NAME	ROOM #	RED (+ / -)	GREEN	STUDENT NAME	DESCRIPTION & LAST SEEN POINT
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					

- Acquire a radio, establish communication with your Branch Director, state who you are and that you are beginning your assignment
- Sweep your designated area "Primary Search"
- If a student is located keep the student with you or place him/her with the nearest teacher. Document your actions on your tactical worksheet
- Upon completing the primary search, exit the building and report your "sweep complete", accountability and medical needs if any to your Branch Director
- Report to your Branch Director

Notes:

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# OPERATIONS "SHELTER-IN-PLACE"

BRANCH DIRECTOR	ACCOUNTABILITY COMPLETE	PRIMARY SEARCH COMPLETE	AREA SEALED	BRANCH DIRECTOR WORKSHEET	BRANCH DIRECTOR SHELTER LOCATION
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					

- Obtain hand-held radio and report to the command post/office area
- Establish communication with Branch Directors and the Incident Manager
- Obtain daily student attendance records from Documentation Officer
- Document radio information from Branch Directors and Safety Officer
- Insure HVAC (heating, ventilation and air conditioning) system has been shut down by the Safety Officer
- If any students are missing, initiate a secondary search only if it is safe to do so (Group Leaders now become Search Leaders)
- Provide information updates to the Incident Manager
- Find a sheltered location, preferably with the Incident Manager

Notes:

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# BRANCH DIRECTOR "SHELTER-IN-PLACE"

GROUP LEADER	RED	GREEN	ACCOUNTABILITY COMPLETE	AREA SEALED	GROUP LEADER SHELTER LOCATION
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					

- Establish communication with Operations & Group Leaders
- Inform Operations when all classes in your area are sheltered in place
- Advise Operations of accountability status in your area
- Provide Operations with Group Leader worksheet(s)
- Advise Operations when your assignment is complete
- Find a sheltered location preferably located in your branch and notify Operations of your location. Await further instructions or another assignment

Notes:

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# GROUP LEADER "SHELTER-IN-PLACE"

TEACHER NAME	ROOM #	RED (+/-)	GREEN	STUDENT NAME	DESCRIPTION & LAST SEEN POINT
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					

- Acquire a hand-held radio and establish communication with your Branch Director. State which Group Leader you are, and that you are beginning your "Primary Search"
- Record accountability of assigned classes on the Group Leader Tactical Worksheet
- Close any doors and windows in hallways that lead to the exterior of the school. If students are outside of the building, get them inside to a sheltered location.
- Escort all students that are found in your sweep area to their classrooms
- Advise your Branch Director of accountability status by providing him/her with your Group Leader worksheet
- Advise your Branch Director when you have completed your assignments
- After delivering your worksheet to your Branch Director, go to your designated shelter location, unless otherwise directed

Notes:

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# OPERATIONS "EARTHQUAKE"

BRANCH DIRECTORS	TOTAL NUMBER INJURED	ACCOUNTABILITY COMPLETE	PRIMARY SEARCH COMPLETE	DAMAGE ASSESSMENT (MILD, MODERATE, SEVERE)	MEDICAL TREATMENT LOCATION
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					

- Establish communication with Branch Directors and Incident Manager
- Obtain damage assessments from Branch Directors
- Determine if an evacuation is necessary based on the hazards
- Obtain accountability of students from Branch Directors
- Determine utilities (gas & electric) status with Safety Officer
- Establish a medical treatment area and assign available first aid staff
- Coordinate teams (minimum of two people) to search for and rescue missing individuals (only if it is safe to do so)
- Advise the Incident Manager of current status and when your assignment is complete

Notes:

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# BRANCH DIRECTOR "EARTHQUAKE"

GROUP LEADER	RED (+/-)	GREEN	ACCOUNTABILITY COMPLETE	PRIMARY SEARCH COMPLETE	DAMAGE ASSESSMENT (MILD, MODERATE, SEVERE)	TOTAL NUMBER INJURED
1)						
2)						
3)						
4)						
5)						
6)						
7)						
8)						

- Establish communication with Operations & Group Leaders
- Obtain damage assessment from Group Leaders and advise Operations
- Obtain accountability from Group Leaders and advise Operations
- Obtain the total number of people injured and advise Operations
- EVACUATION IS NOT AUTOMATIC! If you see fire or smell smoke or gas, evacuation might be necessary. Report all findings to Operations and advise your Group Leaders to evacuate their assigned classes if necessary
- Initiate the search and rescue of trapped or missing individuals if it is safe
- Provide progress reports to Operations

Notes:

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# GROUP LEADER "EARTHQUAKE"

TEACHER NAME	ROOM #	RED (+/-)	GREEN	STUDENT NAME	DESCRIPTION & LAST SEEN POINT	DAMAGE ASSESSMENT (MILD, MODERATE, SEVERE)
1)						
2)						
3)						
4)						
5)						
6)						
7)						
8)						

- Establish communication with your Branch Director
- Determine and report your damage assessment to your Branch Director. Assessments may need to be determined from the interior or exterior of the building depending on the damage
- Determine and report accountability to your Branch Director
- Obtain the total number of people injured and advise your Branch Director
- EVACUATION IS NOT AUTOMATIC! If you see fire or smell smoke or gas, evacuation might be necessary. Report all findings to your Branch Director and advise him/her of your actions
- If an evacuation is implemented notify your Branch Director and re-establish accountability once evacuated

Notes:

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# OPERATIONS "BOMB THREAT"

BRANCH DIRECTOR	ACCOUNTABILITY COMPLETE	PRIMARY SEARCH COMPLETE	TOTAL NUMBER INJURED	BRANCH DIRECTOR WORKSHEET
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				

- Establish communication with Branch Directors and Incident Manager
- Report to the Command Post
- Obtain daily student attendance record from the Documentation Officer
- Obtain accountability of students from the Branch Directors
- If students are missing, cross reference student accountability with Documentation
- If students are missing, coordinate a team to conduct a secondary search "if it is safe"
- Provide information updates to the Incident Manager

Notes:

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# BRANCH DIRECTOR "BOMB THREAT"

GROUP LEADER	RED (+ / -)	GREEN	ACCOUNTABILITY COMPLETE	PRIMARY SEARCH COMPLETE	TOTAL NUMBER INJURED
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					

- Establish communication with Group Leaders and Operations
- Report to a pre-determined location to communicate with Group Leaders
- Obtain accountability of students from Group Leaders
- Obtain Group Leader worksheets
- Notify Operations of accountability and report any pertinent information
- Deliver Group Leader and Branch Director Tactical Worksheets to Operations
- Provide progress reports to Operations

Notes:

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# GROUP LEADER "BOMB THREAT"

TEACHER NAME	ROOM #	RED (+ / -)	GREEN	STUDENT NAME	DESCRIPTION & LAST SEEN POINT
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					

- Establish communication with your Branch Director, and notify him/her that you are beginning your assignment
- Sweep your designated area "Primary Search" and look for suspicious items
- If a student is located keep the student with you or place him/her with the nearest teacher. Document your actions on your tactical worksheet
- Upon completing the primary search, exit the building and report your "sweep complete", accountability and medical needs if any to your Branch Director
- Provide your Branch Director with your Tactical Worksheet

Notes:

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