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# IMS 215-E

**EOC Tactics Worksheet (modified for ZNE)**

**Purpose**: The Emergency Operations Center (EOC) Tactics Worksheet is used to communicate the decisions made by the Operations Section Chief during the Tactics Meeting, concerning the specific tactics to be accomplished for the next operational period.

**Preparation**: The IMS 215-E can be initiated by any drill or emergency response planner. Its completion often involves Logistics personnel, Planning Section Personnel, and the Safety Officer. After the form is completed during the Tactics Meeting, it is shared with the rest of the Command and General Staff as soon as possible (at latest, during the Planning Meeting). It may be useful in some disciplines or jurisdictions to pre-fill IMS 215-E copies prior to incidents (e.g. for regularly occurring incidents or for specific contingency plans).

**Distribution**: When complete, the IMS 215-E is distributed to the Planning Section (Resources Unit) to assist in the preparation. The IMS 215-E may also be attached as an annex to the IAP or posted to ensure all staff are aware of the key tactics/deliverables established for the operational period. The Logistics Section may use a copy of this worksheet for preparing requests for resources required for the next operational period.

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| **Item No.** | **Item Title** | **Instructions** |
| **1.** | **Incident Name** | Print the name assigned to the incident. |
| **2.** | **Operational Period** | Enter the start date and time and end date and time for the operational period, to which the form applies. |
| **3.** | **Objectives** | Enter clear, concise statements of objectives for managing response for this operational period. Ideally, these objectives will be listed in priority order. |
| **4.** | **Strategies** | Enter clear, concise statements of strategies to achieve objectives. |
| **5.** | **Tactics** | Enter clear, concise statements of the tactics to achieve strategies/objectives. Tactics should explain *how* strategies should be carried out (i.e. how resources will be deployed to achieve incident strategies). |
| **6.** | **Lead** | Enter the name of assigned resource responsible for this objective, strategy or tactic. |
| **7.** | **Remarks** | List any special considerations that may be relevant to the completion of the tactic. This may include notes on urgency, priority, deadline, support, etc. |
| **8.** | **Prepared by** | Enter the name, ICS position and signature of the person preparing the form. |

Sample

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| Improve communication | Minimize (Zello) telecommunication confusion and cross traffic | Create a Zello purpose & use policy; including when used and relay to DART talk group | Knapp | Done |
| Schedule & conduct regular testing & training | Leary | Done |
| Minimize (One Call Now) telecommunication confusion and cross traffic | Review & adjust One Call Now transmission methods; | Lewicki | Done |
| Write OCN script templates for all 6 categories | Lewicki | Done |
| Minimize (Radio) telecommunication confusion and cross traffic | Retrain radio use; consider using Pete's 5 words or less exercise; No more “I copy”s! Only respond when requested; No unsolicited updates, encouraged to ask for information; maintain chain command to lessen traffic | Knapp | Done |
| State expected initial radio flow and transmission response; Example script attached - | Knapp | Done |
| Explore use of alternate channels | Knapp | Done |
| More strategic cartography & signage helpful to staff & responders | Get all peripheral gates labeled inside & out | Fung, Platt | Done |
| Train staff on gate names | Knapp | Done |
| Collaborate with local university (Salem State) to get strategic maps (Marplot) for emergency planning – | Lewicki | Doing |