

Critical Or Tactical Incident Checklist

These are not in a required order and not all may be necessary for a specific critical incident. All have potential for demonstrating supervisory or command KSAs. Look for specific statements that indicate readiness to supervise or command an incident. Guideline: How effectively does the candidate take command, get personnel organized, use appropriate resources and operational knowledge and savvy and develop and direct needed responses?

1. Knows limitations and fulfills responsibilities of the rank and role. <i>Works with and through others of all ranks and assignments. Starts taking actions fairly quickly to bring the incident under control and deal with danger, problems and potentials, while staying ready to adjust, adapt and be flexible.</i>	
2. Reflects the overall significance of the incident. If appropriate, may indicate the potential negative results if not handled correctly and why this is important for the public and the organization.	
3. Makes an immediate status report and ongoing reports. States to whom reports are made. (On air? By phone? Computer?) Knows what must be approved and what can be decided on-site.	
4. Uses Incident Command protocols or other organizational checklists or guidelines as required or appropriate. States organizational requirements, procedures, protocols, etc.	
5. Locates command post or staging area for logical reasons. (Tactics, safety, traffic flow, personnel reporting, ingress and egress of personnel and command observers, etc.)	
6. Aware of staffing needs for the situation. Aware that in most—not all--cases, regular work must continue at a safe level, but staffing must be sufficient for the incident. Explains staff decisions.	
7. Shows awareness of responsibility for a team and individuals. Considers subordinate experience and factors that may effect assignments. Plans for subordinate relief. Indicates intention to train with team.	
8. Aware of supplies and equipment that may be needed and knows how to obtain them quickly.	
9. Has a plan for maintaining records and documentation. States specific documentation methods (will call to dispatch, will make a recording, will write a list, etc.)	
10. Aware of factors that relate to how the situation is handled: Presence of victims or families and friends; age and status of those affected; time, weather, onlookers; traffic disruption, location or site.	
11. Plans for media presence. Contacts media coordinator or assigns someone to identify and locate.	
12. Uses full resources. (Maps, technology, expertise of others and other resources at all levels.)	
13. Ensures control of site and area. States reasons for decisions; may need to be creative if staff is limited.	
14. Is flexible and adaptable. Expresses awareness of need to be ready to react and respond to changing dynamics. Mentions options leading to decisions or If/Then possibilities.	
15. Determines risk to citizens and businesses or other functions and takes action to reduce risk. Evacuation, stay inside, notification by reverse 911 if available, door to door, etc.	
16. Directs most actions rather than doing them. May do some tasks (notifications, reports, etc.), but except in rare cases, cannot do a task that would prevent ability to observe and quickly direct action.	
17. When incident is over, has plans to return work to normalcy. Staff relief or return to duty; area clean-up; all-clear to those evacuated or locked down; notification of command; final report produced, debriefing; personal meetings, if indicated, to find out how officers are responding; asks for critique from command.	