

1. Incident Name:		INCIDENT OPEN ACTION TRACKER D 233						
2. No.	3. Item	4. Assigned To	5. Time/Date	6. Start Date	7. Information/Notes (POC, status, and notes)	8. Target Date	9. Actual Date	
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Purpose. Open Actions Tracker

1. Is used by the Emergency Manager to assign and track tasks/actions that do not rise to the level of being an Incident Objective.
2. Is duplicated and provided to Department Representatives and Support Staff, giving them the open tasks/actions needing to be completed and a means to track the open tasks/actions they have been assigned.

Note: This form may also be used by Department Representatives and Support Staff for tracking tasks/actions within a Department/Staff element.

Preparation. The Emergency Manager is responsible for maintaining the Open Actions Tracker and typically utilizes the Department Representatives to assist in this form's development and updating. The Emergency Manager should ensure all Department Representatives and Support Staff are prepared to discuss their assigned tasks/actions during the Emergency Manager, Department Representatives, and Support Staff Meetings and Planning Meetings.

Distribution. When completed, the form is duplicated and copies are distributed to the Department Representatives and Support Staff. It is also posted on a status board located at the EOC. All completed original forms MUST be maintained with other incident documents.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	No.	Enter number of task in sequential order (1, 2, 3, ...).
3.	Item	Enter short descriptive of the task/action to be completed. Tasks/Actions are important to be completed but are not an Incident Objective which are documented on the D 202 form.
4.	Assigned To	Enter the responsible person/section.
5.	Time/Date	Enter time and date.
6.	Start Date	Enter the date the task/action was initially assigned under "Start Date."
7.	Information/ Notes	Enter Point of Contact (POC), status of item, and notes. For example: "Awaiting LE Gear," "Update needed," "Awaiting Feedback." When the item is completed, the word "completed" is entered and if working in MS Excel, the task is cut and pasted into the worksheet labeled "COMPLETED."
8.	Target Date	Enter deadline task/action should be completed. In the Excel Worksheet, there is a hidden formula that shows green, yellow and red blocks. When the target date is one day away, the block turns yellow. When it is overdue it turns red. When the block is yellow, it serves as a reminder to the POC and others that the target date is nearing and the POC needs to complete the task or the target date needs to be updated.
9.	Actual Date	Enter actual date task/action completed.

NOTE: In order to ensure the red and yellow reminders work for new tasks, the user simply copies a task line, inserts it into the worksheet and overtypes the new task information.