

Incident Name: Period: / / : to / / :

No.	Description	Responsible Section Officer	Briefed	Start Date	Status	Notes	Target Date	Comp Date
			<input type="checkbox"/>		<input type="checkbox"/> Planned <input type="checkbox"/> In Progress <input type="checkbox"/> Complete			
			<input type="checkbox"/>		<input type="checkbox"/> Planned <input type="checkbox"/> In Progress <input type="checkbox"/> Complete			
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OPEN ACTION TRACKER (ICS 233)

- Purpose:**
1. Is used by the Incident Controller to assign and track tasks/actions to IMT personnel that do not rise to the level of being an Incident Objective.
 2. Is promulgated and displayed, giving IMT Section Officers a list of open tasks/actions needing to be completed and a means of tracking the open tasks/actions they have been assigned.

Preparation: The Planning Officer is responsible for maintaining the Open Action Tracker for the IC and typically employs the Management Support Coordinator to assist in this form's development and updating. The Planning Officer should ensure all IMT Section Officers are prepared to discuss their assigned tasks/actions during formal meetings.

Distribution: When completed. The form is distributed to IMT Section Heads. It is also posted on a status board located in the IAP Room.

Item Title	Instructions
Version Name	Enter the version name for the form.
Incident Name	Enter the name assigned to the incident.
Period	Enter the Operational Period for which the form applies.
No.	Enter/assign number of task in sequential order (1,2,3,...).
Description	Enter short description of the task/action to be completed. (Task/Actions are items important to be completed but are not an Incident Objective which are documented on the ICS-202 form.)
Responsible Section Officer	Enter the responsible person/section and/or the Point of Contact.
Briefed	Enter "X" when the responsible person has been briefed on the task/action. This is to ensure that tasks/actions identified outside of the responsible person's presence (during Unified Command Meeting for example) are briefed and acknowledged by the identified responsible person.
Start Date	Enter the date the task/action was initially assigned under "Start Date."
Status	Select the appropriate status of the task/action.
Notes	Enter any notes relevant to the task/action.
Target Date	Enter deadline task/action should be completed.
Completion Date	Enter actual date task/action completed.
Prepared By	Enter name of the person preparing the form and date/time (Military Time).

Note: This form may also be used by Command and General Staff for tracking tasks/actions within a Section/Staff element.