Getting Started with CACTUS Mission Staff Position Checklists

Feb 2023

Mission Staff Checklist Library

Mission Profiles

Checklist Templates can be built to support various mission profiles. At the beginning, several position checklists for FEMA-All Hazards mission will be available in this library.

CACTUS Admins will be able to build checklists for various mission profiles that are commonly encountered by Civil Air Patrol

Return to the Main Menu

CHECKLIST MISSION SCENARIOS

Last Refreshed: 21:52 ZULU

[ADD MISSION SCENARIO]

Type	Description	Actions
_FEMA ICS	All Hazards	Edit Scenario View Templates
DR	Disaster Relief / Assessment	Edit Scenario View Templates
ELT	Locate an ELT	Edit Scenario View Templates
Missing Person	Locate a missing person.	Edit Scenario View Templates
Overdue aircraft	Locate an overdue aircraft.	Edit Scenario View Templates
TEST	This is a TEST	Edit Scenario View Templates

FEMA Checklists

So far, these checklist templates have been built these four mission staff position. Additional positions can be added on demand. These templates can be copied into CACTUS missions to enable mission staff to follow the checklist and annotate with important information including completion time.

Return to the Main Menu

CHECKLIST TEMPLATE

Last Refreshed: 21:55 ZULU

[ADD CHECKLIST TEMPLATE]

Checklist Templates support defining checklists for each position for various mission profiles.

Assignment	Description	Actions
AOBD - Air Operations Branch Director	B	Edit
IC3 - Incident Commander Level 3	B	Edit
MSO - Mission Safety Officer	B	Edit
OSC - Operations Section Chief	OSC	Edit

FEMA IC Checklist (part)

ID	Assignment	Last Change
1017	IC3 - Incident Commander Level 3	202127: Combellick, Michael Paul 2023-02-12 Z

#	Sort Order	Section	Description
1	1	Initial	Ensure welfare and safety of incident personnel.
2	2	Initial	Supervise Command and General Staff.
3	3	Initial	Obtain initial briefing from current Incident Commander and agency administrator.
4	4	Initial	Assess Incident situation: Review the current situation status and initial incident objectives. Ensure that all local, State and Federal agencies impacted by the incident have been notified.
5	5	Initial	Determine need for, establish, and participate in Unified Command.
6	6	Initial	Authorize protective action statements, as necessary.
7	7	Initial	Activate appropriate Command and General Staff positions. Safety Officer must be appointed on hazardous materials incidents.

Create an IC checklist from the FEMA Template

Manager access is required to add a checklist to a mission. Typically, IC and PSC have this permission.

Each staff position can have a checklist for each staff position at each command post for each operational period.

MISSION MAIN MENU

MISSION: **334-TRAIN**
Last Refreshed: 22:00 ZULU

MISSION STATUS: **OPEN**
CACTUS Training for DM-334

Incident Commander's Mission Dashboard
Guest's Mission Dashboard
Edit Mission Information
Edit Mission Wing List
Edit Mission Facility List
Edit Mission Operational Periods
Switch Mission Operational Periods
View/Print Status Report
View Mission General Briefing
Edit Virtual Command Post
Mission Completion Checklist
View Mission General Briefing

Add Mission Checklists
Edit Mission Checklists

Import WMIRS Sorties

Choose Checklist Templates for a scenario:

The IC or PSC can create position checklist by choosing checklist templates by scenario. Overtime, we will add scenarios and adjust checklist to meet the needs of mission staff and the mission profile.

This step copies the contents of one or more checklist templates to a staff position for the specific position, command post, and operational period.

Add Checklists to Command Post: for Mission: 334-TRAIN

AZ ⌄ [Submit]

Select command: SWR - AZ - Redrock Command (virtual) ⌄ [Choose Command]

Type	Description	Actions
_FEMA ICS	All Hazards	View Checklists
DR	Disaster Relief / Assessment	
ELT	Locate an ELT	
Missing Person	Locate a missing person.	
Overdue aircraft	Locate an overdue aircraft.	
TEST	This is a TEST	

Assignment	Actions
AOBD - Air Operations Branch Director	☑ AOBD
IC3 - Incident Commander Level 3	☑ IC
MSO - Mission Safety Officer	☑ MSO
OSC - Operations Section Chief	☑ OSC
Submit	

Mission staff can view & edit checklist

Each staff position can have a checklist for each staff position at each command post for each operational period.

MISSION MAIN MENU

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Add Mission Checklists
Edit Mission Checklists

Import WMIRS Sorties

Position Checklist

These four staff members have a pre-built position specific checklist for Redrock command during the current operational period:

POSITION CHECKLISTS

MISSION: **AZ_TEST5**

Last Refreshed: 22:13 ZULU

SWR - AZ - Redrock Command (virtual)

Assignment
IC3 - Incident Commander Level 3
OSC - Operations Section Chief
AOBD - Air Operations Branch Director
MSO - Mission Safety Officer

OSC checklist from the FEMA All-Hazards OSC checklist:

POSITION CHECKLISTS

MISSION: AZ_TEST5
Last Refreshed: 22:22 ZULU

ID	Assignment	Command / Facility
1001	OSC - Operations Section Chief	Redrock Command (virtual)

#	Sort Order	Section	Description	Status	Note Count	Changed By	Action
1	1	Initial	Obtain briefing from Incident Commander.	None / Change Status	0	0	ADD NOTE
2	2	Initial	Determine incident objectives and recommended strategies.	None / Change Status	0	0	ADD NOTE
3	3	Initial	Determine status of current tactical assignments.	None / Change Status	0	0	ADD NOTE
4	3	Initial	Identify current organization, location of resources, and assignments.	None / Change Status	0	0	ADD NOTE
5	4	Initial	Confirm resource ordering process.	None / Change Status	0	0	ADD NOTE
6	5	Initial	Determine location of current Staging Areas and resources assigned there.	None / Change Status	0	0	ADD NOTE

This section shows the checklist items copied from the template. These are not editable in this checklist.

Description
Obtain briefing from Incident Commander.
Determine incident objectives and recommended strategies.
Determine status of current tactical assignments.
Identify current organization, location of resources, and assignments.
Confirm resource ordering process.

This section show the status of each item on the checklist. The user can change the status from None -> In Progress -> Complete.

This information is stored in the CACTUS database and is viewable by other members of mission staff.

Currently this information is not written to the Unit Log (ICS214) but this may change based upon user feedback.

Status
None ▾
Change Status
None ▾
Change Status
None ▾
Change Status
None ▾
Change Status
None ▾
Change Status
None ▾
Change Status

This section show the number of notes that have been added to each line item in the checklist, by whom, and an action button to add another note.

This information is stored in the CACTUS database and is viewable by other members of mission staff.

Currently this information is not written to the Unit Log (ICS214) but this may change based upon user feedback.

Note Count	Changed By	Action
0	0	ADD NOTE
0	0	ADD NOTE
0	0	ADD NOTE
0	0	ADD NOTE
0	0	ADD NOTE
0	0	ADD NOTE

Add a note

Add one or many notes to each line item in the checklist. Notes are time stamped and marked with the author's identity.

Add Note:

Received a briefing from the IC.

Add Note

A new note:

Notes are displayed in-line in the checklist. Note the author's name and the timestamp occur on the line with the note. Currently, notes are limited to 1024 characters; however, this is negotiable.

An item on the checklist can have many notes. There is no specific limit.

ID	Assignment	Command / Facility
1001	OSC - Operations Section Chief	Redrock Command (virtual)

#	Sort Order	Section	Description	Status	Note Count	Changed By	Action
1	1	Initial	Obtain briefing from Incident Commander. None ∨ [Change Status]		1	0	ADD NOTE
			Received a briefing from the IC.			Combellick 2233z	
2	2	Initial	Determine incident objectives and recommended strategies. None ∨ [Change Status]		0	0	ADD NOTE
3	3	Initial	Determine status of current tactical assignments. None ∨ [Change Status]		0	0	ADD NOTE

Many notes on a single checklist line item:

9	9	Initial	Confirm work assignments.	None ⌄ Change Status	6	0	ADD NOTE
			this is a note for my checklist			Combellick 2007z	
			second note			Combellick 2009z	
			THIRD			Combellick 2011z	
			FOURTH			Combellick 2012z	
			Who would fardelay, the this question devoutraveller 'tis hear, the pale coward that makes of die: to be: the hue opposings and that fled of so love, by of outraveller with and long, the pangs all; and native sleep office, the to			Combellick 2013z	
			Who would fardelay, the this question devoutraveller 'tis hear, the pale coward that makes of die: to be: the hue opposings and that fled of so love, by of outraveller with and long, the pangs all; and native sleep office, the to			Combellick 2013z	
10	10	Brief	Indentify incident objectives and any policy directives for the management of the incident.	Complete ⌄ Change Status	0	0	ADD NOTE

Good To Know

- Admins can edit checklist templates (or will be soon).

- Managers (IC, PSC) can add checklists to the mission by importing from a checklist template appropriate for the mission profile.

- Each mission staff position can have a separate checklist for each command post (or facility) for each operational period.

- The checklist items are not editable, except in the Template.

- Changes to the checklist are not written to the Unit Log, but this is debatable.

- All mission checklists are viewable and editable by every CACTUS user.

Action

- Encourage Admins to improve the available Checklist Templates.
- Encourage ICs and PSCs to setup the mission checklist.
- Encourage mission staff to use the checklist, and feedback critiques of the checklist template.