TACTICAL DOCUMENTATION EXAMPLE

Elapsed Time (mm:ss)	From	To	Key Event
0:00			Start of incident
0:15			Incident Leader (IL) opens incident Comms Command channel
0:27			IL appoints someone to do Communications and someone to do Tactical Documentation
0:39	IL	All	What do we know so far?
0:48	Comms	IL	Network alerts fired on main ISP links at 0912 UTC. Network dispatched.
1:16	Network	IC	Network resource arrives on Command Channel
1:23	IL	Network	What are you seeing?
1:35	Network	All	Currently investigating, but we see main ISP links at 97% utilization
2:19	Security	IL	Security resource arrives on Command Channel
3:01	IL	Security	Status?
3:12	Security	IL	Elevated traffic on ISP links, could be a DDoS attack, checking logs
3:45	IL	All	**CAN Report #1 -** Current CONDITIONS: At 0912 UTC, network alerts fired on main ISP links at 97%. Network and Security resources are on the Command Channel. ACTIONS: Network and Security investigating, reviewing logs and change cases, running queries and opening tickets with vendors. NEEDS: Comms person to prepare initial outbound Comms and schedule first briefing at 0930 UTC. Engage Applications team to run health checks and report to IC in 10 minutes at 0925 UTC.
5:01	Comms	IL	Copy. Sending initial outbound Comms and links to first Comms Briefing