

## Unit 2

# Information Gathering and Sharing



# Unit Terminal Objective

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**Describe how to effectively gather, organize, and communicate information as a Finance/Administration Section Chief.**



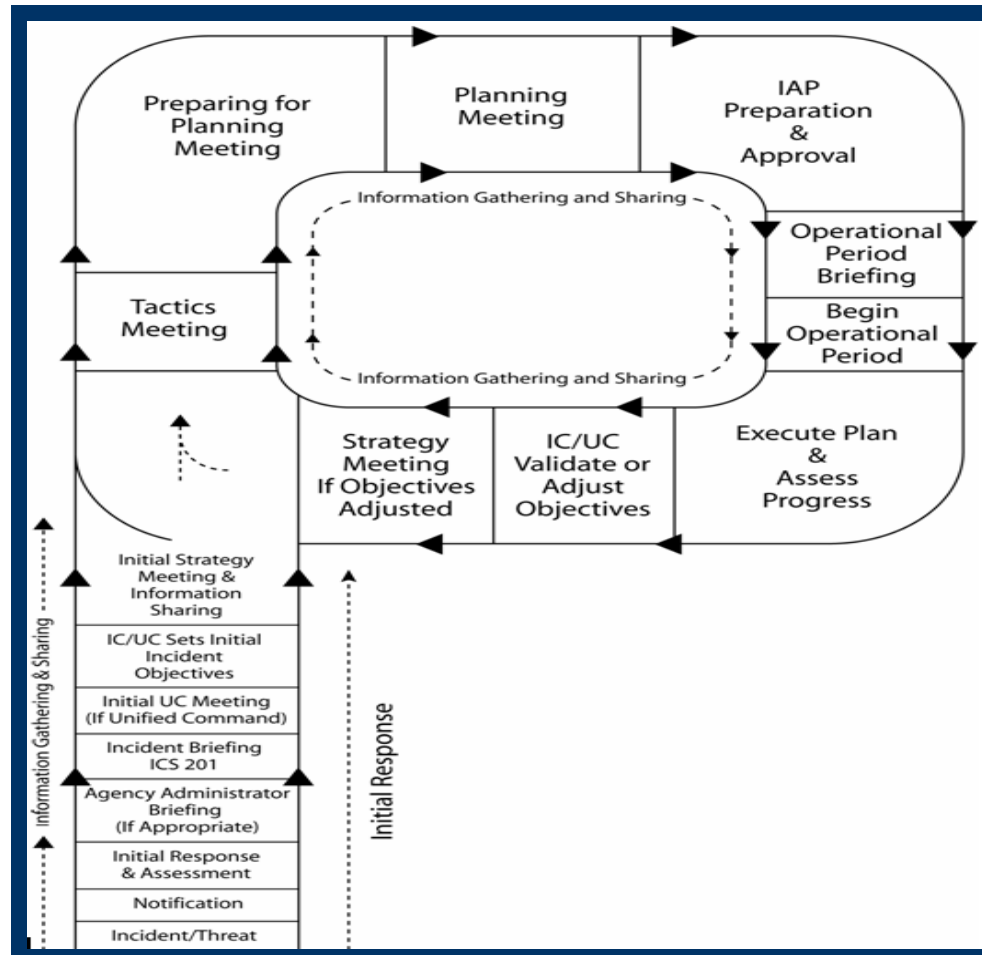
# Kit Assembly

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- Assembled before incident
- Essential items for 48 hours
- Easily transportable
- Within weight limitation



# Planning P



# Notification

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At the time of notification, what do you need to know?



# Check-In

- The first thing you do when you get to an incident is sign in on the ICS Form 211 – Check-In List
- The more information you can provide the better

INCIDENT CHECK-IN LIST (ICS 211)																	
1. Incident Name:		2. Incident Number:		3. Check-In Location (complete all that apply): <input type="checkbox"/> Base <input type="checkbox"/> Staging Area <input type="checkbox"/> JCP <input type="checkbox"/> Helibase <input type="checkbox"/> Other						4. Start Date/Time: Date: _____ Time: _____							
5. List single resource personnel (overhead) by agency and name, OR list resources by the following format:																	
State	Agency	Category	Kind	Type	Resource Name or Identifier	ST or TF	6. Order Request #	7. Date/Time Check-in	8. Leader's Name	9. Total Number of Personnel	10. Incident Contact Information	11. Home Unit or Agency	12. Departure Point, Date and Time	13. Method of Travel	14. Incident Assignment	15. Other Qualifications	16. Data Provided to Resources Unit
ICS 211		17. Prepared by: Name: _____				Position/Title: _____				Signature: _____				Date/Time: _____			



# Incident Management Team Information Exchange

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The purpose of the initial meeting of the Incident Management Team is to obtain priorities from the Incident Commander.

At this point there will be a lot of questions:

- What are we going to do?
- What are we responsible for?
- What are the local resources?

# Information Gathering Checklist

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**INFORMATION GATHERING CHECKLIST**

--Incident Agency/Unit\_\_\_\_\_

--Name of Incident\_\_\_\_\_

--Agencies Involved\_\_\_\_\_

--Location\_\_\_\_\_

--Land Ownership\_\_\_\_\_

--ICP Location/Owner\_\_\_\_\_

--Spike Camp(s)/Owner\_\_\_\_\_

--Water Source/Cost\_\_\_\_\_

--Resources on Incident:

Manpower (# and type)\_\_\_\_\_

Equipment\_\_\_\_\_

Local Private/Initial Attack/Coop\_\_\_\_\_

Aircraft\_\_\_\_\_

--Resources Ordered:

Manpower\_\_\_\_\_

Finance\_\_\_\_\_

Equipment\_\_\_\_\_

Aircraft\_\_\_\_\_

Caterer/Showers/Porta-potties\_\_\_\_\_

Other\_\_\_\_\_

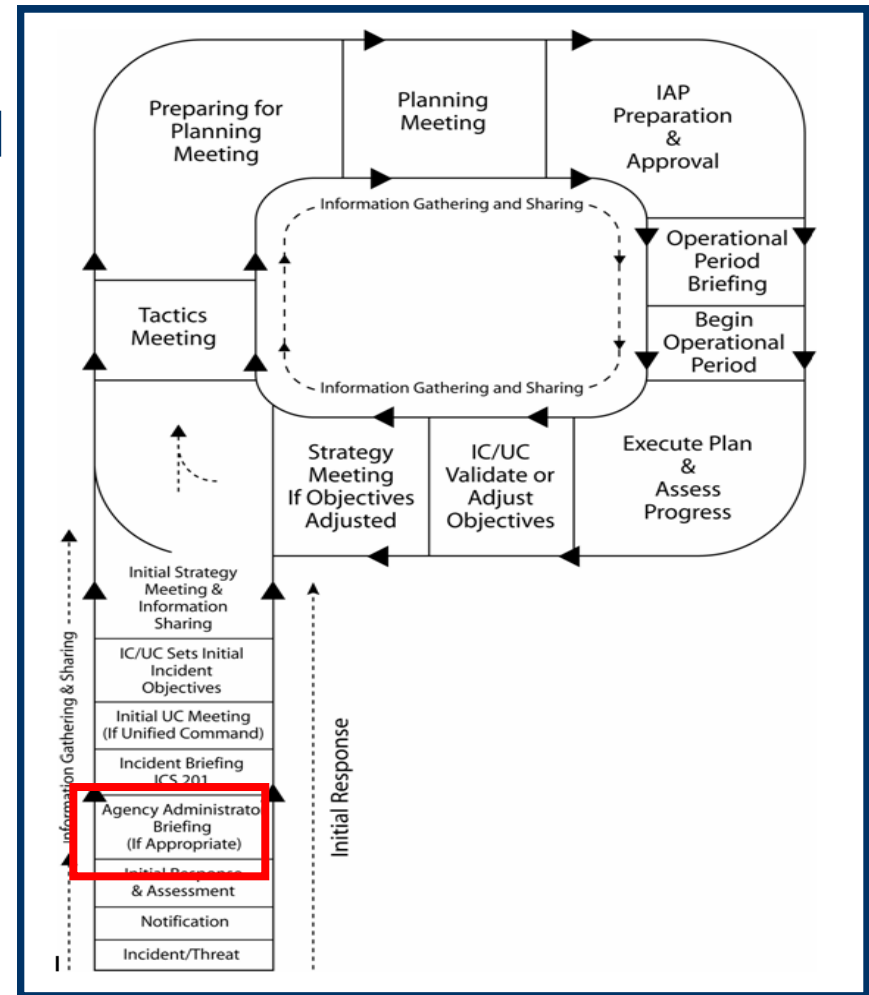
**Local Contacts**--Agency Administrator\_\_\_\_\_ Phone\_\_\_\_\_

--Resource Advisor\_\_\_\_\_ Phone\_\_\_\_\_



# Agency Administrator Briefing

- The Agency Administrator provides priorities, goals, and objectives to the IMT
- Who might serve as the Agency Administrator during a Type III incident?

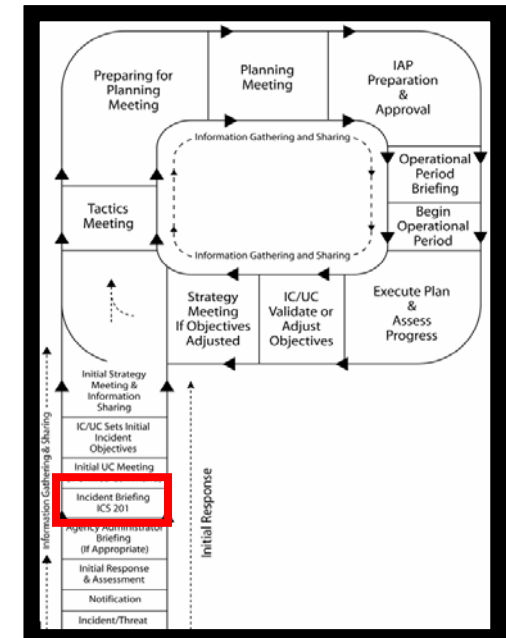


# Exercise 2



# Incident Commander Briefing

Incident Commander provides priorities, goals, and objectives gained from Agency Administrator. Sets timeframes for briefings, planning meetings, and team meetings. All IMT Section Chiefs exchange information.



# Team Transition

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- Outgoing Finance/Administration Section Chief or individual provides documentation of actions, decisions, and issues requiring follow up
- Determine most efficient methods for transferring information and responsibilities







# Objectives Review

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- 1. What reference materials, forms, and supplies are included in the Finance/Administration Section Chief Kit?***
- 2. What information should be obtained upon initial notification?***
- 3. What information should be obtained from the Agency Administrator Briefing?***
- 4. What information should be exchanged at the Agency Administrator Briefing?***
- 5. What are examples of incidents to document on your Activity Log?***