
Unit 5:

Information Gathering and Briefings



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Visual 5.1

Unit Terminal Objective

Describe the information gathering and dissemination responsibilities of the Division/Group Supervisor.



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Visual 5.2

Unit Enabling Objectives

- **Identify information that should be gathered from time of dispatch to arrival at the incident.**
- **Identify what information should be gathered from an IAP.**
- **Describe a Division/Group Resource Briefing.**
- **Describe the purpose of an Assignment Line Briefing.**
- **Identify information that should be gathered for debrief and who should receive it.**
- **Describe what information the Operations Section Chief may need from the Division/Group Supervisor.**



Information Gathering (1 of 3)

- **Develop Situational Awareness and a Shared Situational Picture.**
- **Assess current incident conditions.**
- **Create a plan of action.**
- **Consider resources.**
- **Plan ahead.**



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Unit Organization

- **Pre-Incident**
- **Dispatch/Mobilization**
- **Arrival**
- **Operational Period**



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Pre-Incident

- **Training**
- **Incident experience appropriate to the incident**
- **Division/Group Supervisor Go- Kit**



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Go-Kit

**What should be included in your
Personal Go-Kit?**



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Visual 5.7

Go-Kit Contents

- **PTB**
- **Forms**
- **Briefing/debriefing check sheet(s)**
- **Division/Group Supervisor Checklist**
- **ICS-420-1 – FOG or Job Aid**



Handout 5-1: Division/Group Supervisor Checklist



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Visual 5.8

Dispatch/Mobilization

Start gathering information at the time of the request on the Division/Group Supervisor Checklist.



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Visual 5.9

Information Gathering (2 of 3)

- **Information from agency dispatch:**
- **Incident and order #**
- **Reporting times, locations, and date**
- **Radio frequencies**
- **Special travel route and restrictions**
- **Incident type**



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Arrival

Check-in



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Briefing

Briefing with OSC or Branch Director:

- Verbal (no IAP)
- Functions as your IAP and assignment
- On an individual basis as people arrive
- Brief, only a few minutes
- May directly attend the Operational Period Briefing



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Visual 5.13

Briefing (Cont.)

Briefing with OSC or Branch Director (Cont.):

- **Who will you work for?**
- **Who has jurisdiction?**
- **What is the current incident status?**
- **What type of resources will you be managing?**
- **Are there any special considerations?**



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Unavailable Information

Some information will not be available:

- **Transitional period.**
- **Incident escalation may outpace speed of information relay.**
- **Previous supervisor may have been unable to complete the task.**
- **Some or all of the General Staff functions may not yet be up and running.**



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Unavailable Information (Cont.)

- This is no excuse for you to not do your job.
- In fact, if or when this happens, doing your job becomes much more important.



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Take Initiative When Gathering Information

- **Survey assignment.**
- **Develop inventory of assigned resources vs. needed resources.**
- **Observe safety considerations and mitigating options.**



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ICS-201 Form

- **When you go out to your assignment, start observing and gathering information.**
- **Consider using a blank 201 as a tool to organize information.**

| INCIDENT BRIEFING (ICS 201) | | |
|---|---------------------|--|
| 1. Incident Name: | 2. Incident Number: | 3. Date/Time Initiated: Date: _____ Time: _____ |
| 4. Map/Sketch (Include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment): | | |
| 5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential Incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards. | | |
| 6. Prepared by: Name: _____ Position/Title: _____ | | Signature: _____ |
| ICS 201, Page 1 | | Date/Time: _____ |



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Briefing with the IAP

- Obtain briefing from either your supervisor or attend the Operational Period Briefing.
- Obtain copies of the current IAP.



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Briefing with the IAP (Cont.)

- **Read and understand all the pages of the IAP.**
- **Ensure that you understand the current objectives, priorities, and time frames.**
- **Know what, if any, contingency plans have been developed.**
- **Ensure that you fully understand your assignment, resources, safety issues, and frequencies.**



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Activity 5.1: Identify Information in an IAP

Allotted Time: 60 minutes



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Visual 5.21

Division/Group Resource Briefing (1 of 3)

It is your responsibility to brief all your subordinates prior to going out to the incident.



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Visual 5.22

Division/Group Resource Briefing (2 of 3)

A meeting of your Division/Group assigned resource leaders:

- **Held after the operational briefing.**
- **Usually just a few minutes.**

Ensures that operational objectives, tactical assignments, and safety risks/mitigations are understood.



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Division/Group Resource Briefing (3 of 3)

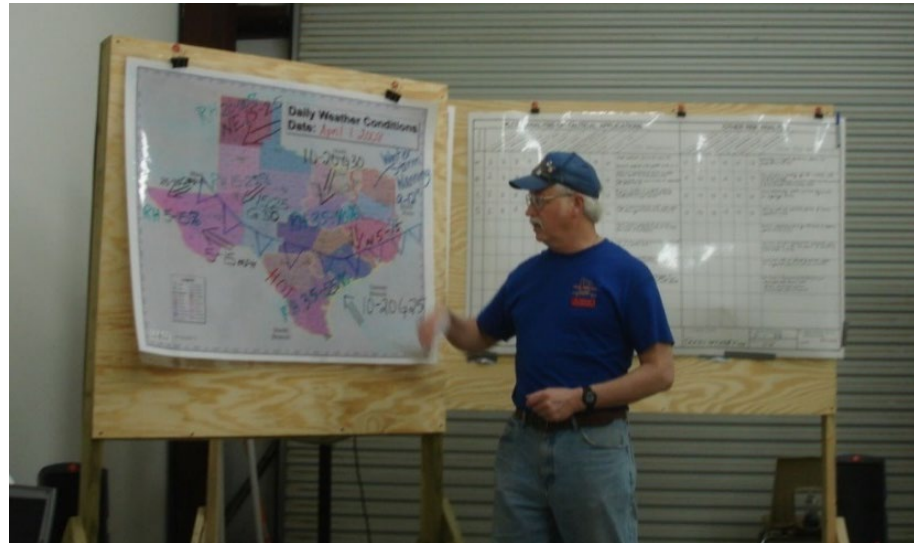
- **Establishes open, two-way communication.**
- **Allows you to most effectively use assigned resources to address division objectives.**
- **Provides an opportunity to emphasize your commitment to safety.**



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Division/Group Resource Briefing Topics

- **General**
- **Safety**
- **Operations**



Handout 5-2: Division/Group Briefing Topics



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Visual 5.25

Resource Briefing Topics: General

- **What are the Division/Group priorities?**
- **What are the Division/Group assignments?**
- **What resources are assigned and are they present?**



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Resource Briefing Topics: Safety (1 of 3)

Obtain assessments from direct reports regarding their:

- **Crews' state of readiness.**
- **Fatigue.**
- **Experience levels.**
- **Equipment.**
- **Physical conditions, etc.**



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Resource Briefing Topics: Safety (2 of 3)

- **Proper PPE for type of incident**
- **Personnel accountability system used**
- **Emergency communication procedures**



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Resource Briefing Topics: Safety (3 of 3)

- **State of weather and forecast**
- **Travel to drop points or meeting places**
- **Expected shift and rest requirements**



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Resource Briefing Topics: Operations (1 of 4)

- **Expectations of Division resources**
- **Control**
- **Significant events**



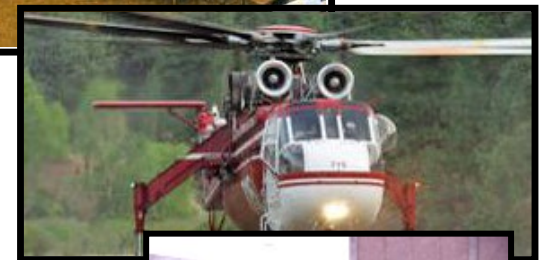
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Visual 5.30

Resource Briefing Topics: Operations (2 of 4)

Resources should notify the DIVS:

- Additional needs
- Air support
- Medical
- Excess resources
- Out-of-service equipment

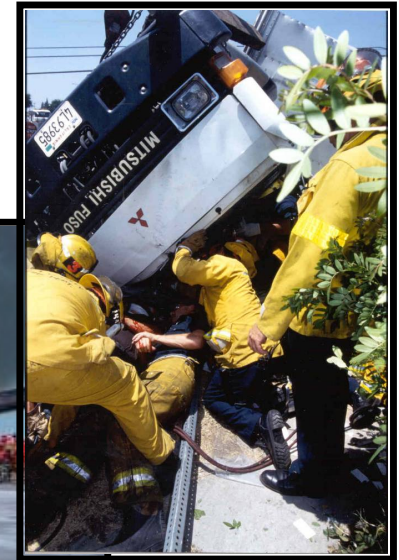


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Resource Briefing Topics: Operations (3 of 4)

Ensure that everyone knows of any:

- Hazard-specific concerns
- Agency-specific concerns



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Resource Briefing Topics: Operations (4 of 4)

- **Logistics issues**
- **Finance issues**
- **End-of-shift procedures**



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Activity 5.2:
**Conduct a Simulated Division/Group
Resource Briefing**

Allotted Time: 1 hour and 15 minutes



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Visual 5.34

Operational Period

Assignment Line Briefing:

- **Once on the Division, you may need to brief your assigned personnel again as to any changes to specific job assignments, safety, and time frames for completion of assignment, or changes to the situation.**
- **An opportunity to exchange new information gathered from off-going Division resources.**



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Survey Assignment

After you have given out the assignments, survey the actual work locations:

- **Check out Hazards first.**
- **Check on progress and obtain input from your subordinates.**



Information for Supervisors

Be prepared to provide necessary information to your supervisor:

- **Critical reporting thresholds**
- **Work accomplished**
- **Remaining unfinished tasks**
- **Written projection of resource needs**
- **Projected completion time**
- **Excess resources**
- **Any unusual logistical needs**



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Fiscal Accountability

The Division/Group Supervisor must maintain financial accountability:

- **Accountable property should be located, documented, and reported to the proper unit for recovery.**
- **Complete crew time reports or other payroll documentation.**
- **Make sure shift tickets on any hired equipment are signed.**
- **Communicate any potential claims to Finance/Administration Section.**



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Before Going Off-Shift

- **Make sure that you account for everyone you supervise.**
- **You should be the last person off the Division.**
- **Brief the on-coming Supervisor.**



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Debriefing Responsibilities

The Division/Group Supervisor must debrief the following sections:

- **Operations Section Chief or Branch Director**
- **Resource Unit**
- **Situation Unit**
- **Finance/Administration Section**



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Documentation

- 1. Update Operations Section Chief with information for ICS-215 form.**
- 2. Complete and turn in ICS-214 (Activity Log)**
- 3. Complete Debriefing Form.**
- 4. Complete personnel evaluations.**

Handout 5-3: Division/Group Operational Debriefing Form



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Objectives Review

- 1. What information should be gathered from time of dispatch to arrival at incident?**
- 2. What information should be gathered from an IAP?**
- 3. What information should be provided at the Division/Group Resource Briefing?**



Objectives Review (Cont.)

4. **What is the purpose of an Assignment Line Briefing?**
5. **What information should be gathered for debrief and who should receive it?**
6. **What information will the Operations Section Chief ask from the Division/Group Supervisor?**

