
Unit 2: Information Gathering and Sharing

STUDENT GUIDE

Objectives

By the end of this unit, students will be able to:

- Describe how to effectively gather, organize, and communicate information as Finance/Administration Section Chiefs.
- Describe reference materials, forms, and supplies to include in a Finance/Administration Section Chief Kit.
- List resources to contact and information to obtain upon initial dispatch.
- List information to obtain from the Agency Administrator Briefing.
- List information to exchange with the Agency Administrative Representative (AAR).
- Identify the purpose of ICS Form 214 – Activity Log and list examples of significant events to document.

Methodology

This unit uses lecture, exercises, and discussion. The facilitator will lecture students through PowerPoint slides and handouts while facilitating discussion questions for students to participate. Content from the unit will be tested through a final exam. Instructors will evaluate students' initial understanding of the Finance/Administration Section Chief position through the facilitation of Exercise 2. Exercise 2 will provide participants with an opportunity to gather information necessary to assess incident assignments and determine immediate needs and actions.

Time Plan

A suggested time plan for this unit is shown below. More or less time may be required, based on the experience level of the group.

Topic	Time
Lesson	2 hours
Exercise	1 hour
Total Time	3 hours

TopicUnit Title Slide

**Key Points**

Scope Statement

Through this unit, students will learn the significance of information gathering, organization, and communication to their success as a Finance/Administration Section Chiefs. Sources of information include Initial Dispatch, Initial Incident Management Team Meeting, Agency Administrator Briefing, and Incident Commander Briefing. This unit identifies opportunities for information gathering and stresses the importance of communicating information effectively.

Topic

Unit Objectives

Unit Terminal Objective

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



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Visual 2-2


Key Points

Topic

Kit Assembly

Kit Assembly

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

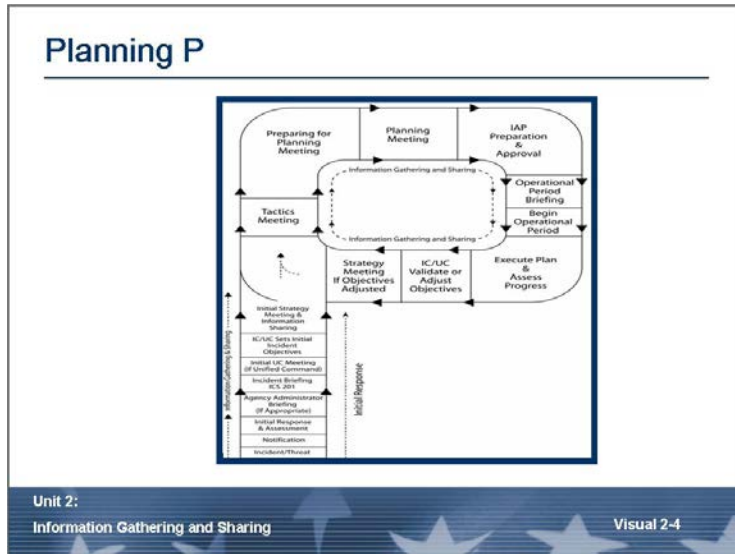


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Visual 2-3

Key Points

- Time Unit Leader assigned and traveling with the team (he or she would bring the time-related forms).
- Incident base operating close to incident agency (forms and supplies may be available).
- Potential for high volume of equipment assigned to incident (Finance/Administration Section Chief brings initial supply of equipment forms).



Key Points

Topic

Notification

Notification

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



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Visual 2-5

Key Points

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

The image shows a thumbnail of the ICS Form 211, titled "INCIDENT CHECK-IN LIST (ICS 211)". The form is a grid with columns for "Name", "Position", "Organization", "Signature", "Check-In Time", "Check-Out Time", "Remarks", and "Status". It includes checkboxes for "Checked In" and "Checked Out". The form is used for tracking personnel at an incident scene.

Key Points

TopicIncident Management Team Information Exchange

Incident Management Team Information Exchange

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?

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Visual 2-7

Key Points

Note it is important that everyone know what is expected of them and the work processes that are to be followed. The Finance/Administration Section Chief must facilitate agreement on the processes that will be used by the team. If you are new to a team or dispatched as a single resource, the initial team meeting is a good opportunity to begin this process.

Topic Information Gathering Checklist

Information Gathering Checklist

INFORMATION GATHERING CHECKLIST

--Incident Agency/Unit _____

--Name of Incident _____

--Agencies Involved _____

--Location _____

--Land Ownership _____

--DCP Location/Owner _____

--State County/Cover _____

--State Source/Unit _____

--Resources on Incident:

Manpower (# and role) _____

Equipment _____

Local Private/Initial Attack/Coord _____

Aircraft _____

--Resources Ordered:

Manpower _____

Finance _____

Equipment _____

Aircraft _____

General/Showers/Portugalsies _____

Other _____

Local Contacts--Agency Administrator _____ Phone _____

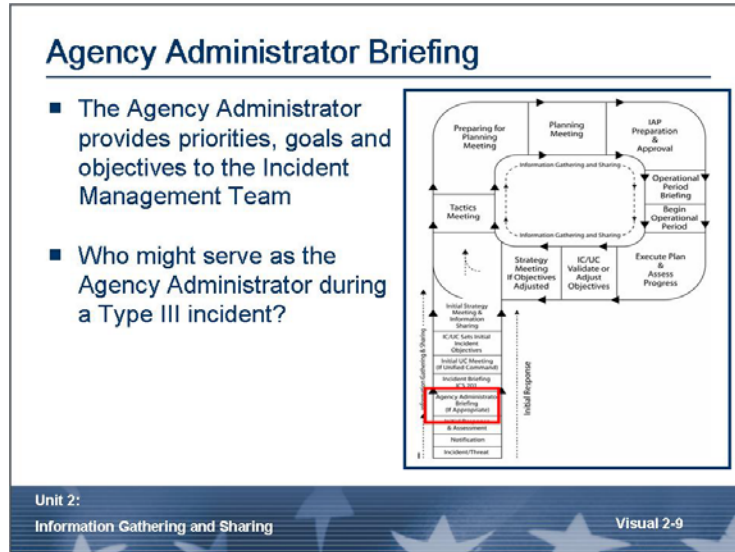
--Resource Address _____ Phone _____

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Visual 2-8

Key Points

The Information Gathering Checklist is a job aid developed by a previous Finance/Administration Section Chief; it is not an official form. Hopefully it will provide you with an idea of the kind of information to be attentive to during the different incident briefings the Finance/Administration Section Chief participates in.

Topic Agency Administrator Briefing



Key Points

- There may be some initial instructions to the Finance/Administration Section Chief about financial constraints and the procedure for raising the limit.
- What do they want you to do?
- It is also at the Agency Administrator Briefings that you will be made aware of the media, Governor, or any other dignitaries coming through.
- Those are the things that the Agency Administrator is most concerned with.



Key Points

Follow directions from instructor on how to complete this exercise.

Incident Commander Briefing

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



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Visual 2-11

Key Points

Topic Team Transition

Team Transition

- 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



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Visual 2-12

Key Points

The incoming Finance/Administration Section Chief may coordinate with the Agency Administrative Representative and outgoing Finance/Administration Section Chief regarding disposition of the completed documents and payment packages. If copies are not left on the incident, they will need to be available to the new Finance/ Administration Section Chief.

Topic ICS Form 214 – Activity Log

ICS Form 214 – Activity Log

- Use to document major events and items of significance
- Submit to Planning Section at the end of each operational period
- May be used as evidence
- Retain a copy of Activity Logs

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Visual 2-13

Key Points

Activity Log documentation should include significant events such as discussion with Agency Administrative Representative, Interagency Agreements, and serious injury or illness occurrences. Discuss items not to include on the ICS Form 214 – Activity Log, such as personal opinions and personal activities.

Topic Objectives Review

Objectives Review

- 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?*

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Visual 2-14

Key Points
