
Unit 5: Information Gathering and Briefings

INSTRUCTOR GUIDE

Objectives

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

- Describe the information gathering and dissemination responsibilities of the Division/Group Supervisor
- 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 the debrief and who should receive it
- Describe what information the Operations Section Chief may need from the Division/Group Supervisor

Methodology

This unit uses lecture, an exercise, and discussion.

Content from Unit 5 will be tested during the Final Exam. Instructors will evaluate students' initial understanding of the unit material through the facilitation of Exercises 4 and 5.

The purpose of Exercise 4 is to allow trainees to practice reviewing an IAP and identifying the information pertinent to their operations. Students will review the Central City Unrest IAP and answer questions regarding it. The instructor will discuss and provide feedback for any pertinent elements to ensure that the trainees collectively comprehend the answer and explanation to each of the questions.

The purpose of Exercise 5 is to give trainees the opportunity to conduct a simulated Division/Group Resource Briefing. The instructor will first use an All-Hazards IAP (Central City Unrest) to demonstrate a Division/Group Resource Briefing. Following this demonstration, trainees will utilize different Forms 204 from the same IAP (Central City Train Derailment) to practice giving the briefing.

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, 15 minutes
Exercise 4	1 hour
Exercise 5	1 hour, 15 minutes
Total Time	4 hours, 30 minutes

Reference Materials

- Projector and other equipment necessary for PowerPoint presentation
- Easel pad
- Marking pens
- Blank ICS Forms 211
- Blank ICS Forms 214 for the entire class
- Division/Group Supervisor Position Task Book (PTB)
- ICS Form 420-1 Field Operations Guide (FOG)
- Handout 5-1: The Division/Group Supervisor Checklist
- Handout 5-2: Division/Group Briefing Topics
- Handout 5-3: Division/Group Operational Debriefing Form
- Handout 5-4: Central City Unrest IAP
- Handout 5-5: Central City Train Derailment IAP

TopicUnit Title Slide

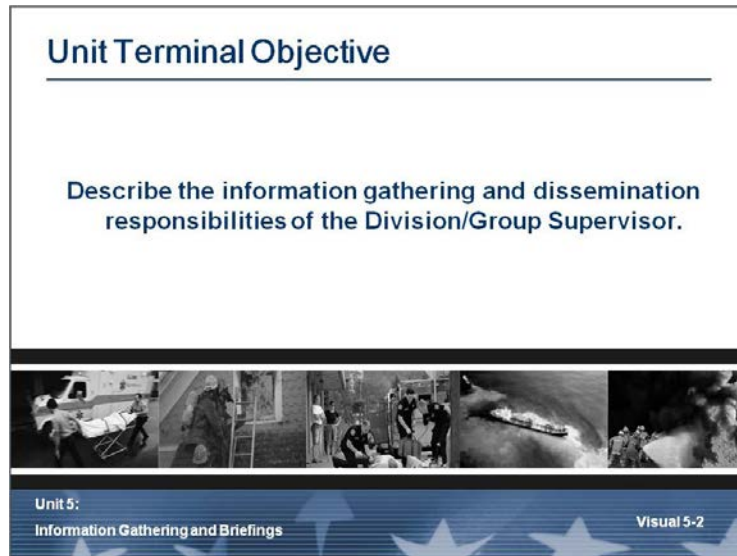
**Explain the Following Key Points**

Announce unit.

Scope Statement

Through this unit, students will gain an understanding of the Division/Group Supervisor's responsibility to collect, analyze, process, evaluate, and disseminate information as well as manage intelligence. Students will also discuss what type of information is most critical to obtain as well as identify who will both supply and demand the most information.

Topic**Unit Objectives**

**Explain the Following Key Points**

The purpose of this slide is to introduce the unit objectives.

Explain the Unit Terminal Objective to the class. Remind students that the Final Exam questions are based on the enabling objectives, which are in the Student Guide.

Unit Terminal Objective

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

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

Topic

Information Gathering

Information Gathering

- Develop a mental picture
- Assess current incident conditions
- Create a plan of action
- Consider resources
- Plan ahead



Unit 5:
Information Gathering and Briefings

Visual 5-3

Explain the Following Key Points

The purpose of this slide is to discuss how information gathering is essential to the Division/Group Supervisor's success.

If the Division/Group Supervisor's job is to translate objectives into tactics, he or she needs to predicate decision-making on information. A major component of the Division/Group Supervisor position is knowing where and how to seek out necessary information and how to synthesize it in a mental picture. For example, if you are traveling outside your home area, it's a good idea to take the "temperature" of the area and get information on the influence of different agencies, political issues, and local attitudes.

Information on current incident conditions can come from the radio, newspapers, or internal sources such as local responders.

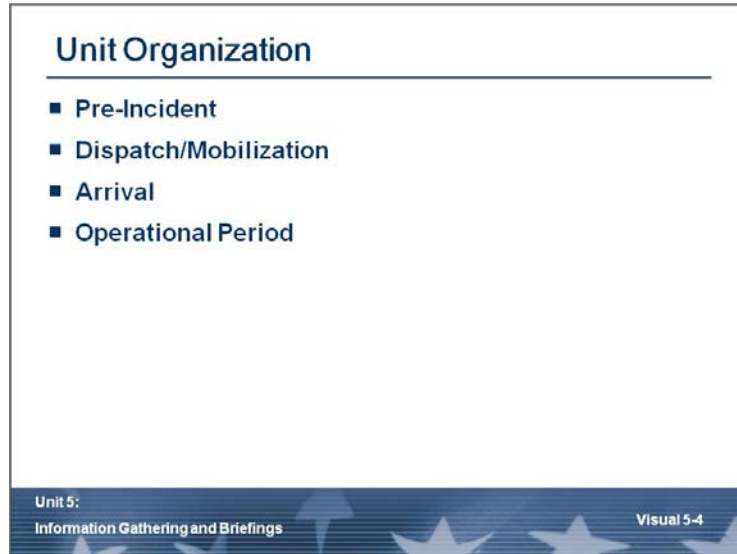
Maintain information flow between yourself and your subordinates. This can be accomplished through briefings, debriefings, face-to-face interactions in the field, or other means. If they interact with citizens, your subordinates will be the public face of the organization, so consider presenting information strategically.

Information gathering is essential to your success as a Division/Group Supervisor:

- You must have a mental picture of the development of the incident because it will help you to make accurate, effective, and safe decisions

- Incident conditions, like the weather forecast, enable you to predict the future development of the incident
- Based on the Agency Administrator Briefing, current conditions, and your prediction, develop a plan of action
- Based on the plan of action, you may request additional resources
- Plan as far ahead as possible

TopicUnit Organization

**Explain the Following Key Points**

The purpose of this slide is to explain that the topics within this unit are ordered by pre-incident, dispatch and mobilization, arrival, and operational periods.

The topics within this unit are ordered in the following way:

- Pre-Incident
- Dispatch and mobilization
- Arrival
- Operational period

Pre-Incident

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



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Visual 5-5

Explain the Following Key Points

The purpose of this slide is to explain the pre-incident responsibilities of the Division/Group Supervisor.

Suggested Question

What kind of information will you have pre-incident?

Potential Answer

Before the incident, the Division/Group Supervisor should obtain the following:

- Appropriate training (in other words, the Division/Group Supervisor course and prerequisites)
- Incident experience appropriate to the incident
- Division/Group Supervisor Go-Kit

Topic

Division/Group Supervisor Go-Kit



Explain the Following Key Points

The purpose of this slide is to identify the contents of the Division/Group Supervisor's Go-Kit.

Discussion

Ask students to list all the things they can think of that should be in a Division/Group Supervisor Go-Kit (also called Fly-Away Kit or Incident Kit). Include all guides and agency paper work you will need.

Record suggestions on an easel pad at the front of the room. Tell students to record whatever items they want to make up their own kits later.

The instructor needs to recognize that agency-specific items may be required and discuss what these may be. Use students from various agencies for suggestions.

Some suggestions for the kit are:

- Paper and pencils
- Sleeping bag
- Digital camera
- Tent
- CDs with ICS forms
- Sleeping pad
- Batteries
- Sunscreen
- GPS
- Rain gear

- Laptop
- Insect repellent
- Chargers and car chargers
- Incident-specific items
- Water and food
- Proper clothing
- 2 cell phones
- Cash
- Phone numbers
- Visa or Mastercard (because they work)
- Tape
- Hand-held recorder
- Staple gun
- FOG
- Staples
- Jump stick or flash drive
- Leatherman™ tool
- Travel Printer
- Clothes
- Medicine
- Personal protective equipment (PPE)
- ID
- Credentials
- Nametag

Personal Go-Kit

You should have a preassembled Go- Kit, stocked with the supplies you will need to get started. You might also want to keep a bag packed with personal items in case you are asked to go to an incident out of your area. The kit should contain enough critical information and materials to allow you to operate for the first 72 hours without the need for support.

Make sure you understand your agency or the incident's requirements for transportation and any limits on the weight of personal or work related gear. It is important to keep your kit updated with current information concerning Federal or State laws and safety guidelines.

Topic

Go-Kit Contents

Go-Kit Contents

- Briefing/debriefing check sheet(s)
- Division/Group Supervisor Checklist
- ICS Form 420-1 - FOG
- PTB
- Forms
- Handout 5-1: Division/Group Supervisor Checklist



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Visual 5-7

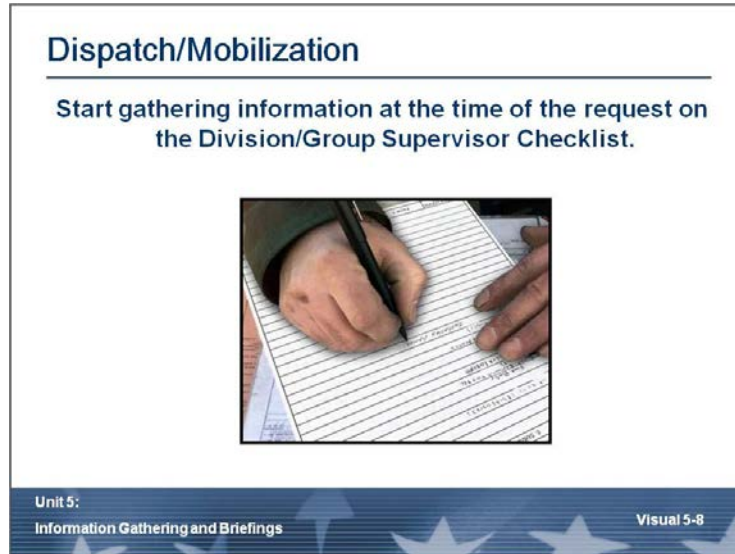
Explain the Following Key Points

The purpose of this slide is to point out some the essential elements of the Division/Group Supervisor Go-Kit. Refer students to Handout 5-1: The Division/Group Supervisor Checklist.

The Division/Group Supervisor Checklist is a useful tool that covers many of the pre-arrival through end-of-shift responsibilities (in particular, those related to information gathering and dissemination) of the Division/Group Supervisor. While many of the points covered in the checklist will be covered throughout the course, you may chose to review it with the students now. At the very least, introduce it to the students as a useful tool for when they are on the job.

Most of what the Division/Group Supervisors carry is related to communications and PPE. Some essential elements of the Go-Kit include:

- Briefing/debriefing check sheet(s)
- Division/Group Supervisor Checklist
- ICS Form 420-1 - FOG
- PTB
- Forms



Explain the Following Key Points

The purpose of this slide is to begin to explain the dispatch and mobilization responsibilities of the Division/Group Supervisor.

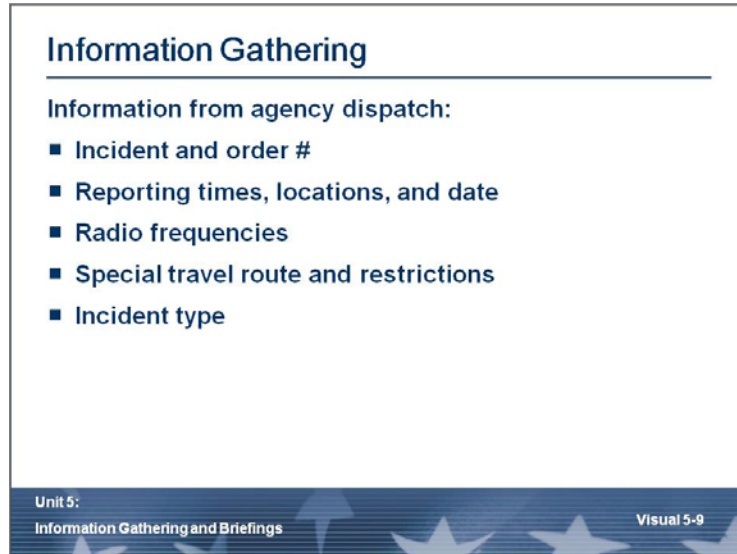
Suggested Question

What sources of information might you consult during dispatch and mobilization?

Potential Answer

Start gathering incident-related information at the time of the request on the Division/Group Supervisor Checklist. Gather information from news (television or radio), people on the scene, Internet, and any other available sources.

TopicInformation Gathering

**Explain the Following Key Points**

The purpose of this slide is to continue to explain the dispatch and mobilization responsibilities of the Division/Group Supervisor.

Get as much information about the incident as you can from your agency dispatch, including the following:

- Incident and order number
- Reporting times, locations, and date
- Radio frequencies
- Special travel route and restrictions
- What kind of incident you are responding to?

Topic

Information Gathering (cont.)

Information Gathering (cont.)

Additional sources of incident pre-arrival information include:

- Commercial radio stations
- Monitor incident tactical and command frequencies
- TV news

Start the development of the Activity Log



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Visual 5-10

Explain the Following Key Points

The purpose of this slide is to continue to explain the dispatch and mobilization responsibilities of the Division/Group Supervisor.

Discussion

Ask students to think of any other additional sources of information the Division/Group Supervisor may utilize. Additional sources of incident pre-arrival information include the following:

- Commercial radio stations (AM/FM, National Oceanic and Atmospheric Administration [NOAA])
- Incident tactical and command frequencies
- TV news

Start developing the ICS Form 214 – Activity Log.



Explain the Following Key Points

The purpose of this slide is to explain the check-in process upon arrival at the incident.

Check-in with:

- Status/Check-In Recorder through ICS Form 211
- Incident Commander or dispatch, depending on the incident

Topic

Briefing

Briefing**Briefing with Operations Section Chief or Branch Director**

- Verbal (no IAP)
- On an individual basis as people arrive
- Brief, only a few minutes



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Visual 5-12

Explain the Following Key Points

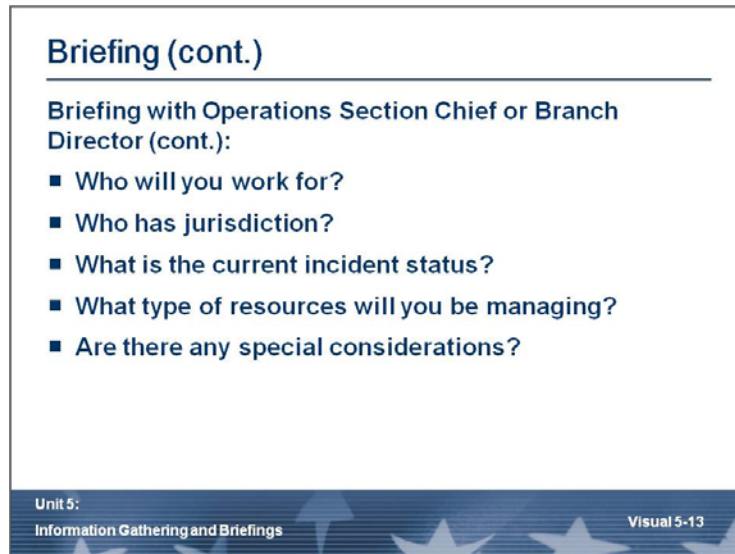
The purpose of this slide is to explain the nature of the briefing that the Division/Group Supervisor should have with the Operations Section Chief or Branch Director upon arrival at the incident.

Briefing with Operations Section Chief or Branch Director:

- Verbal (no IAP)
- Essentially functions as your IAP and assignment
- Conducted on an individual basis as people arrive
- Brief, only a few minutes

Topic

Briefing (cont.)

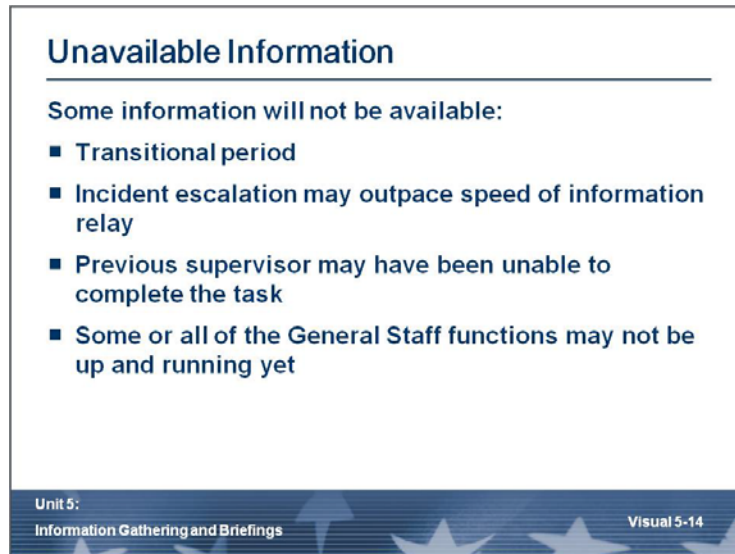
**Explain the Following Key Points**

The purpose of this slide is to identify the types of questions the Division/Group Supervisor should ask when briefing with the Operations Section Chief or Branch Director upon arrival at the incident.

Briefing with Operations Section Chief or Branch Director (cont.):

- Who will you work for?
 - What is the chain of command?
- Which agencies have jurisdiction?
- What is the current status of the incident?
- What type of resources will you be managing?
- Are there any special considerations to be aware of?
 - Are there any limitations?
 - What is the political climate?

Topic Unavailable Information

**Explain the Following Key Points**

The purpose of this slide is to explain why information may not be available from the briefing with the Operations Section Chief or Branch Director upon arrival at the incident.

Some information will not be available. This may happen for several reasons:

- The incident is in a transitional period
 - From initial attack to extended attack
 - From extended attack to major attack
- The incident is escalating faster than the information can be relayed
- The previous supervisor was unable to complete the task
- Some or all of the general staff functions may not be up and running yet

Topic Unavailable Information (cont.)

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



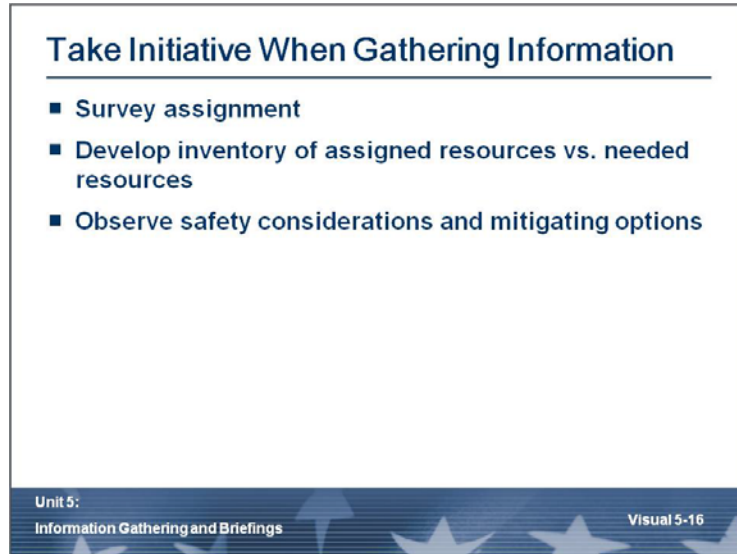
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Visual 5-15

Explain the Following Key Points

The purpose of this slide is to explain that, in spite of the lack of information, the Division/Group Supervisor must still do the job. The ambiguity the Supervisor faces makes the job that much more important in such situations.

TopicTake Initiative When Gathering Information

**Explain the Following Key Points**

The purpose of this slide is to build off the last slide and point out that the Division/Group Supervisor should take initiative and be proactive when gathering the information needed to do the job.

- Survey your assignment
- Develop your own inventory of assigned resources versus needed resources
- Observe safety considerations and tactics you might take to mitigate safety risks or hazards

ICS Form 201

- When you go out to your assignment, start observing and gathering information
- Utilize a blank 201 to organize the information gathered



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Visual 5-17

Explain the Following Key Points

The purpose of this slide is to explain the use of the ICS Form 201 for gathering information.

You need to get out to your assignment, develop your own inventory, and then brief your assigned resources on what you have found. ICS Form 201 is an organizational tool for doing this. If the initial response Incident Commander filled out a Form 201, review it; it may be a valuable source of information.

Topic Briefing with the IAP

Briefing with the IAP

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



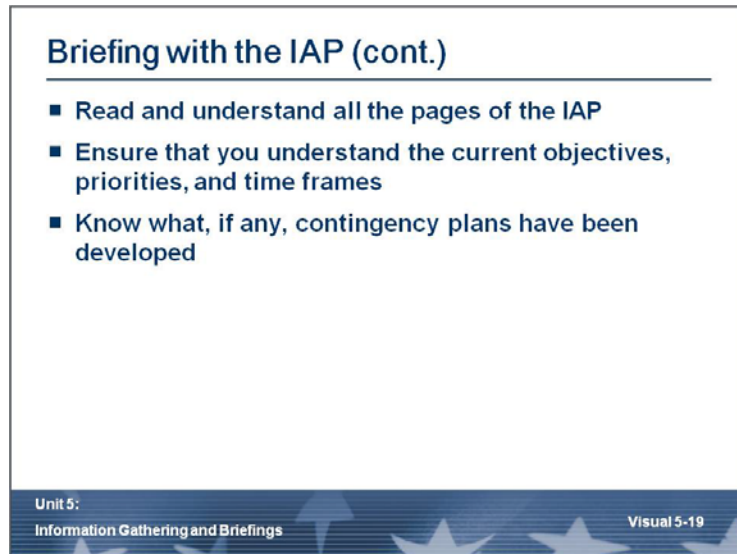
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Visual 5-18

Explain the Following Key Points

The purpose of this slide is to begin explaining how the IAP is used for briefing.

As a Division/Group Supervisor, you are required to attend the Operational Period Briefing. What about your subordinates? Task Force Leaders and Strike Team Leaders should attend.

Topic Briefing with the IAP (cont.)**Explain the Following Key Points**

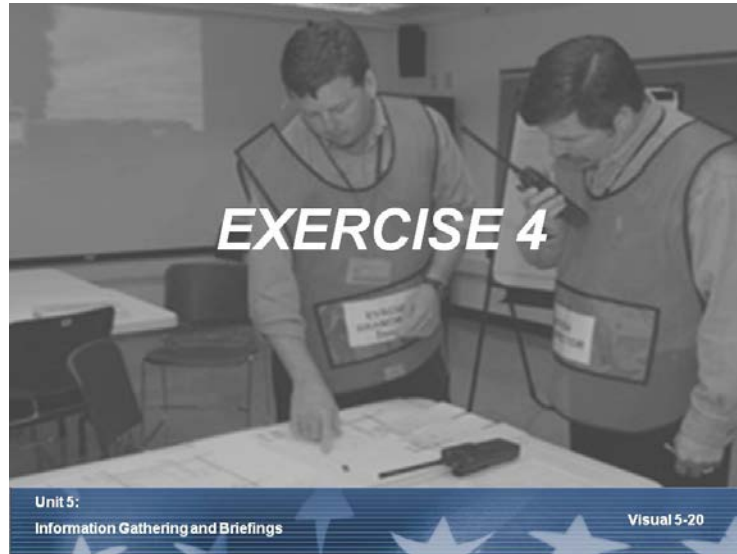
The purpose of this slide is to continue explaining how the IAP is used for briefings.

Read and understand all the pages of the IAP:

- Known safety hazards
- Radio frequencies
- Incident maps
- Division boundaries:
 - Identify the Division/Group Supervisors for these other divisions and know how to get a hold of them

Ensure you understand the current objectives and priorities as well as what time frames you will be required to work under.

Know what, if any, contingency plan or plans have been developed.

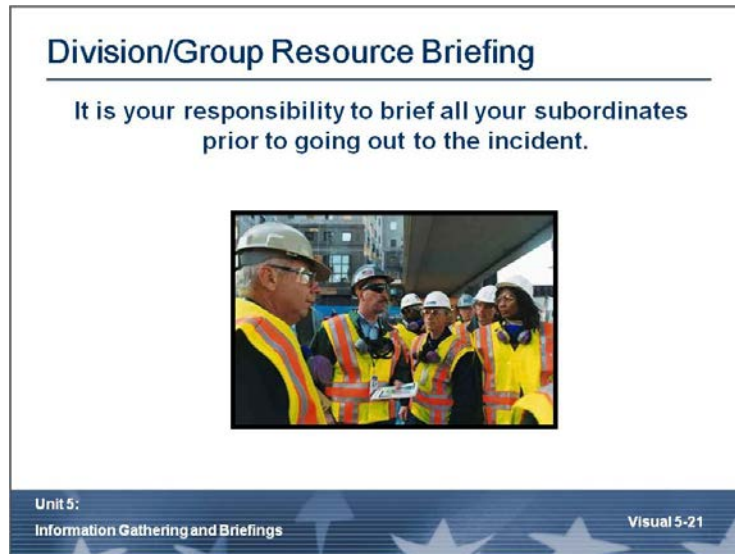


Explain the Following Key Points

Formally introduce Exercise 4 and read the specific exercise objectives and directions from the Exercise 4 handout. Allow 1 hour for completion of the exercise.

The purpose of Exercise 4 is to allow trainees to practice reviewing an IAP and identifying the information pertinent to their operations. Students will review the Central City Unrest IAP (Handout 5-4: Central City Unrest IAP) and answer questions regarding the IAP. The instructor will discuss and provide feedback for any pertinent elements to ensure that the trainees collectively comprehend the answers and explanations for each of the questions.

TopicDivision/Group Resource Briefing

**Explain the Following Key Points**

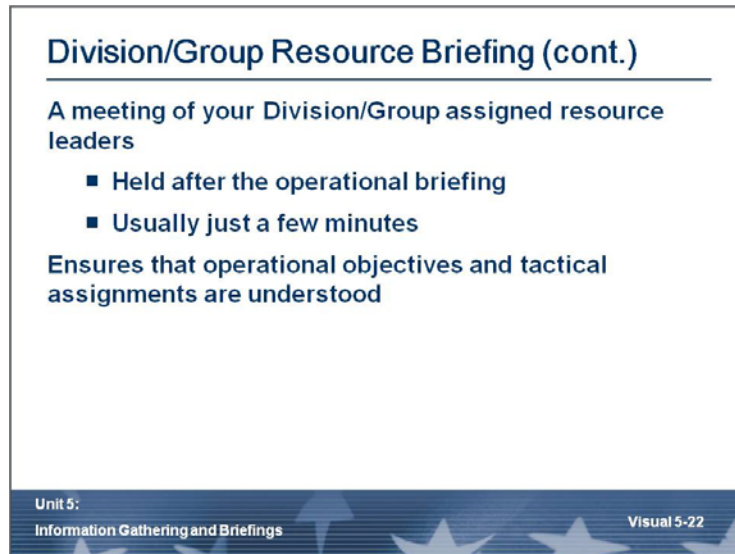
The purpose of this slide is to begin discussing the Division/Group Resource Briefing.

Once the initial information has been gathered, there are additional opportunities to gather and share critical incident information throughout the Operational Period. The discussion will now transition from gathering information into briefing subordinates about the information gathered.

It is your responsibility to brief all your subordinates prior to going out to the incident. This is one way of ensuring that you address your primary responsibility—the safety of your resources.

Topic

Division/Group Resource Briefing (cont.)

**Explain the Following Key Points**

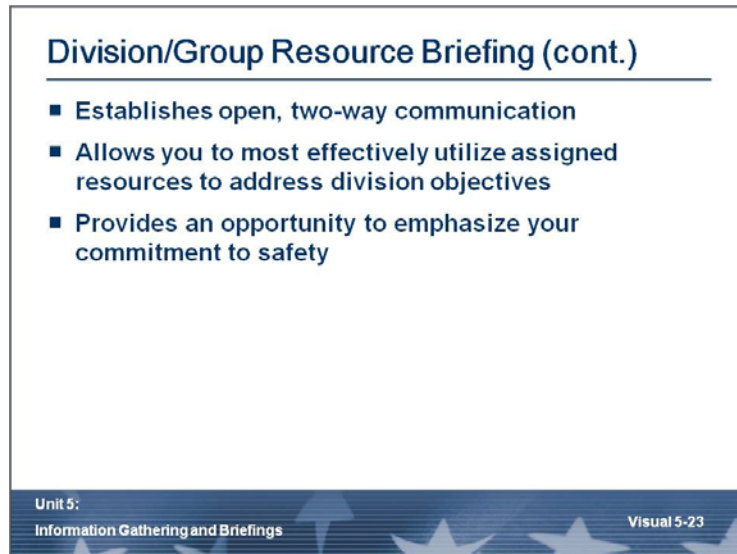
The purpose of this slide is to discuss the nature of the Division/Group Resource Briefing.

The Division/Group Resource Briefing is a meeting held with the assigned resource leaders of your Division or Group:

- Held after the Operational Briefing, at a location that you designate, away from the main group
- Usually only takes a few minutes, but can last longer depending on what work needs to be done
- Ensures that operational objectives and tactical assignments are understood

Topic

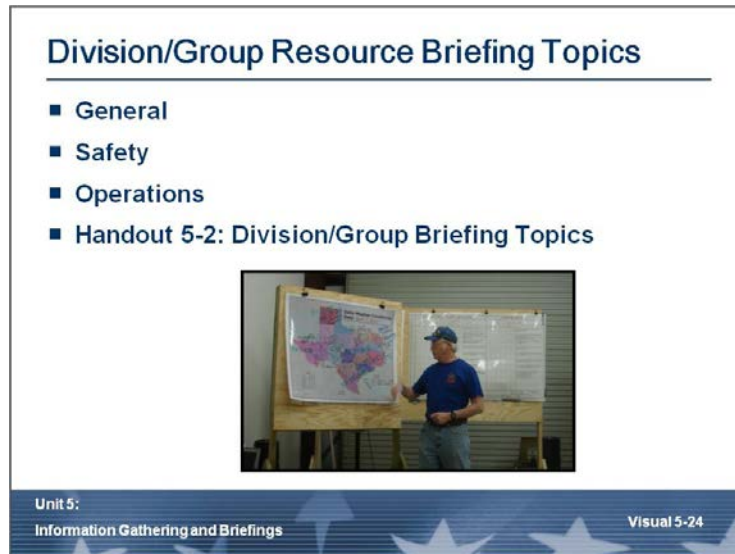
Division/Group Resource Briefing (cont.)

**Explain the Following Key Points**

The purpose of this slide is to continue discussing the nature of the Division/Group Resource Briefing.

To ensure that the operational objectives are being met, you must guarantee that open, two-way communication is established between you (the Division/Group Supervisor) and all of your assigned resources. The information you exchange will allow you to most effectively utilize assigned resources to address division objectives. This information flow from you to your subordinates will also provide an opportunity to emphasize your commitment to safety.

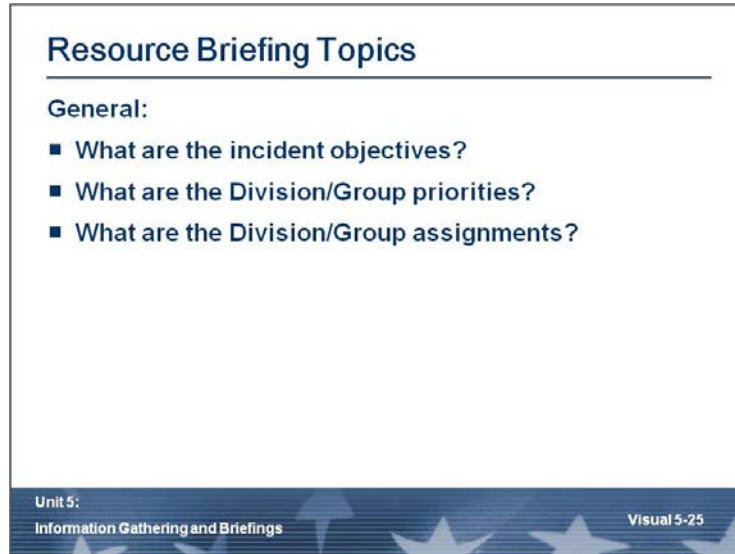
TopicDivision/Group Resource Briefing Topics

**Explain the Following Key Points**

The purpose of this slide is to outline the topics discussed in the Division/Group Resource Briefing. Each will be discussed in detail in the upcoming slides.

Refer students to Handout 5-2: Division/Group Briefing Topics. There is no need to go over this handout because the following slides will cover what is on it. It is simply a one-stop reference for the students.

TopicResource Briefing Topics

**Explain the Following Key Points**

The purpose of this slide is to discuss the General topics of the Division/Group Resource Briefing.

Discussion

You may choose to review the ICS Forms 202 and 204 in the Central City Unrest IAP to show students where exactly the incident objectives, Division/Group priorities, and assignments are located. Alternatively, you may ask students where they would find these in an IAP.

- What are the incident objectives? (ICS Form 202)
- What are the Division/Group priorities? (ICS Form 204)
- What are the Division/Group assignments? (ICS Form 204)

Topic Resource Briefing Topics (cont.)



Resource Briefing Topics (cont.)

Safety:

Obtain assessments from direct reports regarding their:

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

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Visual 5-26

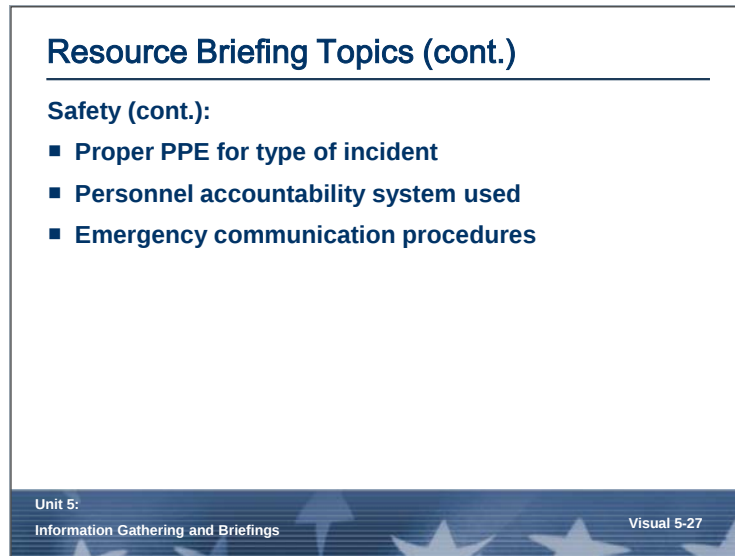
Explain the Following Key Points

The purpose of this slide is to discuss the safety topics of the Division/Group Resource Briefing.

Safety

- Obtain assessments from direct reports regarding their:
 - Crews' state of readiness
 - Fatigue levels
 - Experience levels
 - Equipment
 - Physical conditions

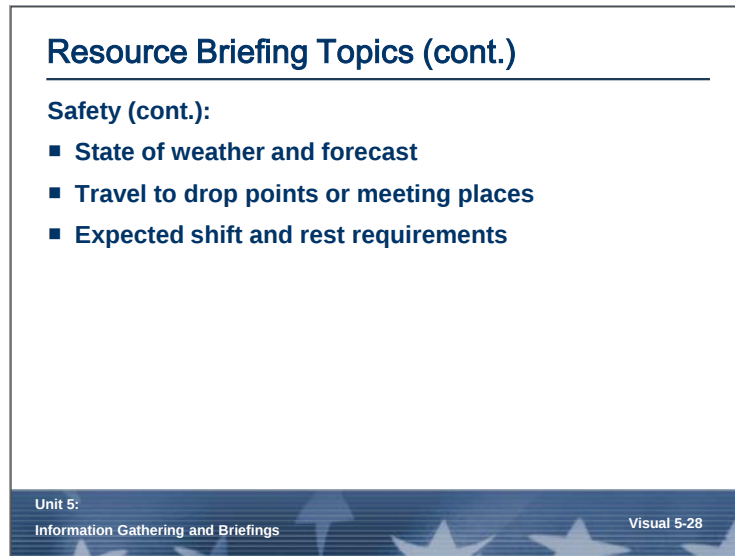
Topic Resource Briefing Topics (cont.)

**Explain the Following Key Points**

The purpose of this slide is to continue discussing the safety topics of the Division/Group Resource Briefing.

Safety (cont.)

- Verify all responders have proper PPE for type of incident
- Ensure the personnel accountability system is used
- Emergency communication procedures regarding:
 - How to order incident-related medical help
 - Who to notify of incident-related injuries or accidents

Topic Resource Briefing Topics (cont.)**Explain the Following Key Points**

The purpose of this slide is to continue discussing the safety topics of the Division/Group Resource Briefing.

Rest Requirements

Whose responsibility is it to ensure that everyone gets enough rest? Ultimately, it's the Incident Commander's responsibility. The Incident Commander will give directions through the IMT that rest guidelines will be followed. The Operations Section Chief will announce the guidelines at a briefing and the guidelines will be posted in front of the Demobilization Unit in the Planning Section. The direct supervisors (Division/Group Supervisors) are then responsible for figuring out if someone has had enough sleep; if the individual is in your chain of command, you are responsible for ensuring they comply with the work–rest guidelines mandated by the Incident Commander.

Safety (cont.)

- Review the state of weather and forecast
- Travel to drop points or meeting places
- Discuss the expected shift and any rest requirements that may be needed:
 - Operational periods vary by hazard
 - Normally, operational periods are 12 hours

- While operational periods can be 24-hours long, it's usually only for a good reason (for example, operational periods may be 24 hours if the travel time to the incident response site is significant)
- For every 2 hours of work, responders should get 1 hour of rest

Topic Resource Briefing Topics (cont.)

Resource Briefing Topics (cont.)

Operations:

- Expectations of Division resources
- Control
- Significant events



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Visual 5-29

Explain the Following Key Points

The purpose of this slide is to begin discussing the Operations topics of the Division/Group Resource Briefing.

Suggested Question

What are some expectations that you might have for your resources?

Potential Answer

Ideas may include reporting accomplishments and problems resources have run into.

Operations

- Review your expectations of Division/Group resources.
- Define control:
 - Measure of assigned task versus progress
 - Provide periodic updates of progress
 - Set timeframes when reports are needed, to the minute and hour
- Identify significant events:
 - Use ICS Form 214
 - Identify injuries, illnesses, accidents, and property damage

Topic Resource Briefing Topics (cont.)

Resource Briefing Topics (cont.)

Operations (cont.):

Resources should identify:

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



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Visual 5-30

Explain the Following Key Points

The purpose of this slide is to continue discussing the Operations topics of the Division/Group Resource Briefing.

If resources have needs, let them know to inform you. Make sure this message is passed in the briefing.

Operations (cont.)

Resources should inform you of:

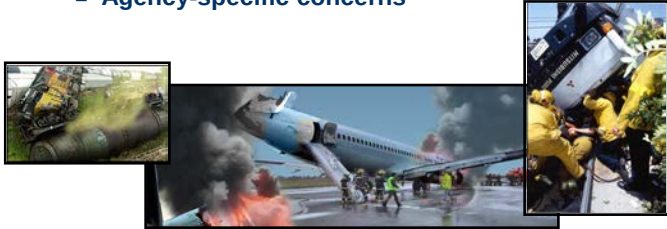
- Additional needs (e.g., engines, technical specifications)
- Air (e.g., authority and procedure)
- Medical—Assign resources to handle Division/Group medical emergencies
- The need to reassign excess resources
- Out-of-service equipment

Topic Resource Briefing Topics (cont.)

Resource Briefing Topics (cont.)

Operations (cont.):
Ensure that everyone knows of any:

- Hazard-specific concerns
- Agency-specific concerns



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Visual 5-31

Explain the Following Key Points

The purpose of this slide is to continue discussing the Operations topics of the Division/Group Resource Briefing.

Operations (cont.)

Ensure that everyone knows of any:

- Hazard-specific concerns (for example, environmental or structural)
- Agency-specific concerns (economic, political, work–rest cycles, policies, or contracts)

Topic Resource Briefing Topics (cont.)

Resource Briefing Topics (cont.)

Operations (cont):

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



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Visual 5-32

Explain the Following Key Points

The purpose of this slide is to continue discussing the Operations topics of the Division/Group Resource Briefing.

Operations (cont.)

- Logistics:
 - Authority and procedures for supplies
 - Accountability
- Finance:
 - Shift tickets and time reports
 - Identify location of rental equipment on division
- End-of-shift procedures:
 - When to leave Division/Group work site
 - Documentation requirements of assigned resources
 - Pick-up points
 - Accomplishments

- Safety issues you ran into
- Off-shift expectations
- Debrief with on-coming resources



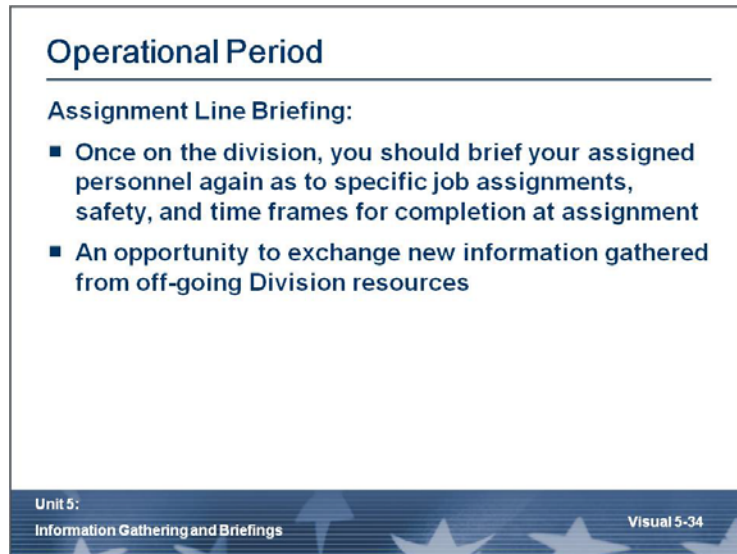
Explain the Following Key Points

Formally introduce Exercise 5 and read the specific exercise objectives and directions from the Exercise 5 handout. Allow 1 hour and 15 minutes for completion of exercise.

The purpose of Exercise 5 is to give trainees the opportunity to conduct a simulated Division/Group Resource Briefing. The instructor will first use an All-Hazards IAP (Central City Unrest) to demonstrate a Division/Group Resource Briefing. Following this demonstration, trainees will utilize different Forms 204 from the same IAP (Central City Train Derailment, Handout 5-5) to practice giving the briefing.

For the Division/Group Resource Briefing you will prepare from the Central City Unrest IAP, simply chose one Division or Group assignment (there are seven in the IAP). Again, the IAP is Handout 5-4 in the course materials.

Topic Operational Period

**Explain the Following Key Points**

The purpose of this slide is to begin discussing Operational Period responsibilities and discuss the Assignment Line Briefing.

Assignment Line Briefing

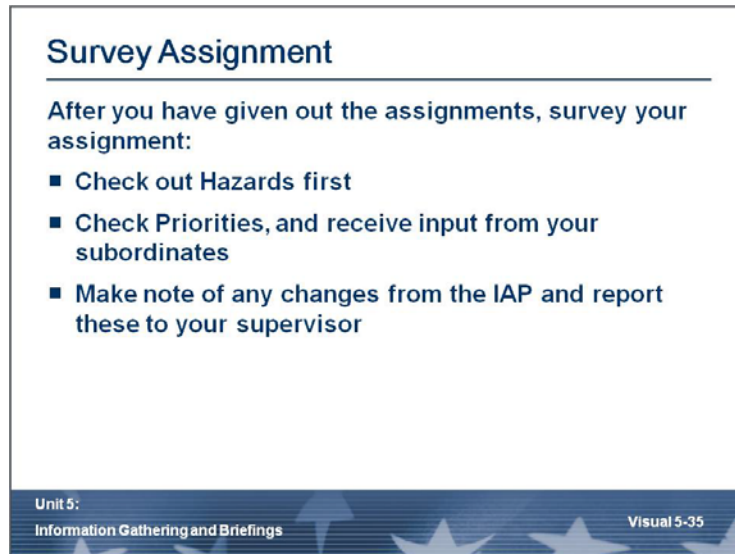
- Once on the Division, you should brief your assigned personnel again as to specific job assignments, safety, and time frames for completion of assignment
- This is also an opportunity to exchange new information gathered from off-going Division resources:
 - On-coming Division resources should take advantage of the opportunity to debrief off-going resources about tactics, problems, and remaining tasks
 - This information should then be shared between the Division/Group Supervisor and the Division resources
 - Make sure your resources know that you want this information
 - The on-coming Division/Group Supervisor should debrief with the off-going Division/Group Supervisor

Suggested Question

How do you identify the specific personnel you will replace (those doing the job that you will do) coming off an assignment?

Topic

Survey Assignment



Explain the Following Key Points

The purpose of this slide is to discuss the Division/Group Supervisor information gathering and dissemination responsibilities during the operational period.

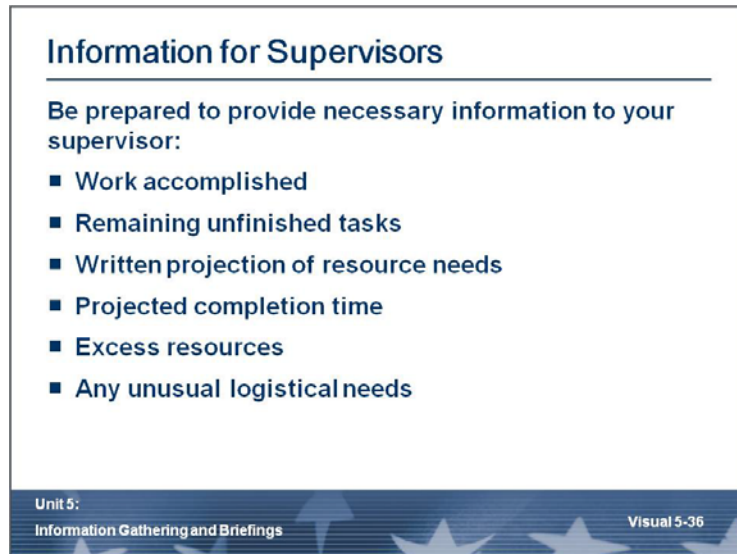
After you have given out the assignments, you need to survey your assignment (this concerns more information gathering throughout the operational period):

- Check out HAZARDS first.
- Check PRIORITIES, and receive input from your subordinates.

Remember: The safety of your resources is your top priority.

Make note of any changes from the IAP, and report these to your supervisor. Any changes to the IAP need to be noted on the ICS Form 214.

Topic Information for Supervisors

**Explain the Following Key Points**

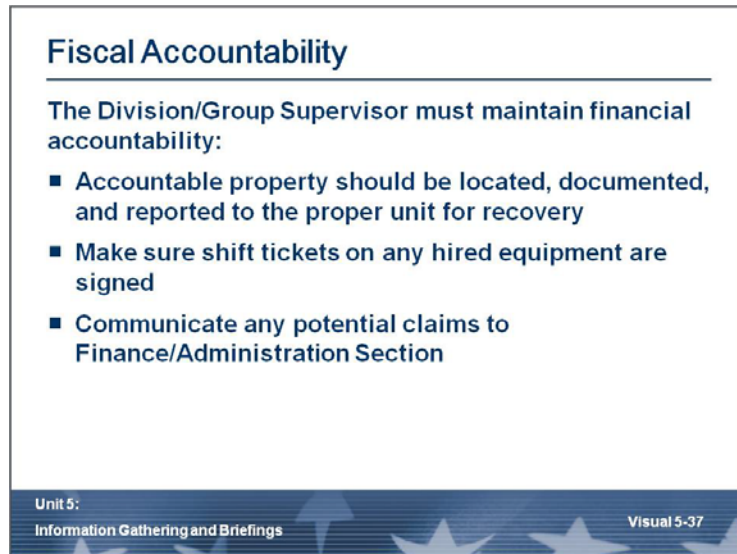
The purpose of this slide is to discuss the information that the Division/Group Supervisor provides their supervisor during the Operational Period.

Be prepared to provide necessary information to your supervisor:

- Work accomplished
- Remaining unfinished tasks
- A written projection of resource needs for the next operational period on ICS Form 214
- Projected completion time of your primary objectives (perfect guess is not expected)
- Excess resources
- Any unusual logistical needs

Topic

Fiscal Accountability



Explain the Following Key Points

The purpose of this slide is to discuss the financial accountability responsibilities of the Division/Group Supervisor during the operational period.

The Division/Group Supervisor must maintain the Division or Group's financial responsibility:

- Accountable property should be located, documented, and reported to the proper unit for recovery
- Make sure shift tickets on any hired equipment are signed
- Communicate any potential claims to Finance/Administration Section:
 - Keep them informed of comps or claims
 - Be as accurate as possible

Topic

Before Going Off-Shift

Before Going Off-Shift

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



Unit 5:
Information Gathering and Briefings

Visual 5-38

Explain the Following Key Points

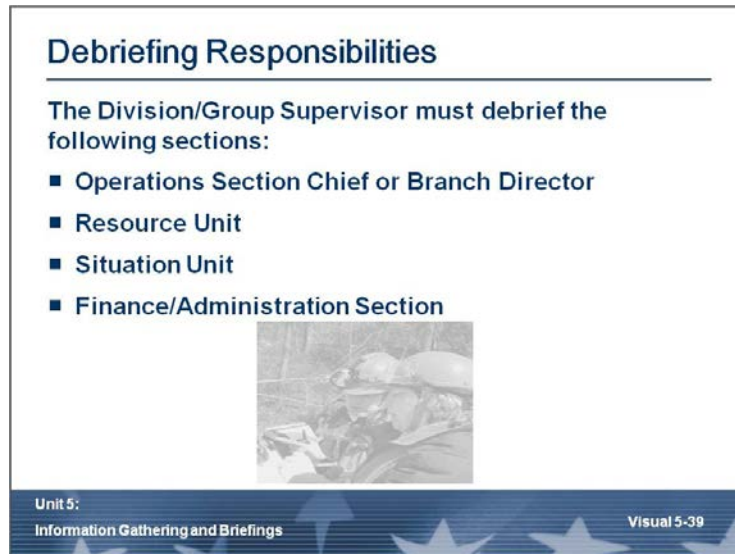
The purpose of this slide is to discuss the responsibilities of the Division/Group Supervisor when going off-shift.

At the end of the operational period, there are certain responsibilities that the Division/Group Supervisor **MUST** complete before going off-shift:

- Make sure that everyone you supervise is accounted for
 - Division/Group Supervisors should be the last person off the Division
- Brief the on-coming Supervisor about what has been accomplished or not accomplished and any other important information about the assignment

Topic

Debriefing Responsibilities

**Explain the Following Key Points**

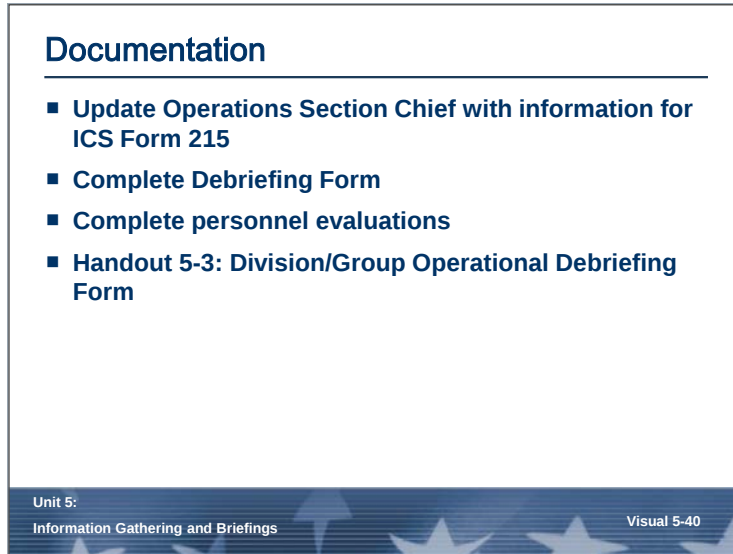
The purpose of this slide is to continue discussing the responsibilities of the Division/Group Supervisor when going off-shift.

At the end of the operational period, there are certain responsibilities that the Division/Group Supervisor **MUST** complete prior to going off-shift: (cont.)

The Division Supervisor must debrief the following sections:

- Operations Section Chief or Branch:
 - Progress of division objectives
 - Reconfirm resource needs for next operational period
 - Debrief any problems encountered
- Resource Unit:
 - Confirm what resources were assigned and the status of all assigned resources
- Situation Unit:
 - Update map as to progress made
 - Provide the weather observations taken

- Finance/Administration Section:
 - Follow up on any hired equipment and turn in shift tickets
 - Report on contract problems or issues



Explain the Following Key Points

The purpose of this slide is to discuss the documentation completion responsibilities of the Division/Group Supervisor at the end of the Operational Period.

Review Handout 5-3: Division/Group Operational Briefing Form with students.

Update Operations Section Chief with information for ICS Form 215.

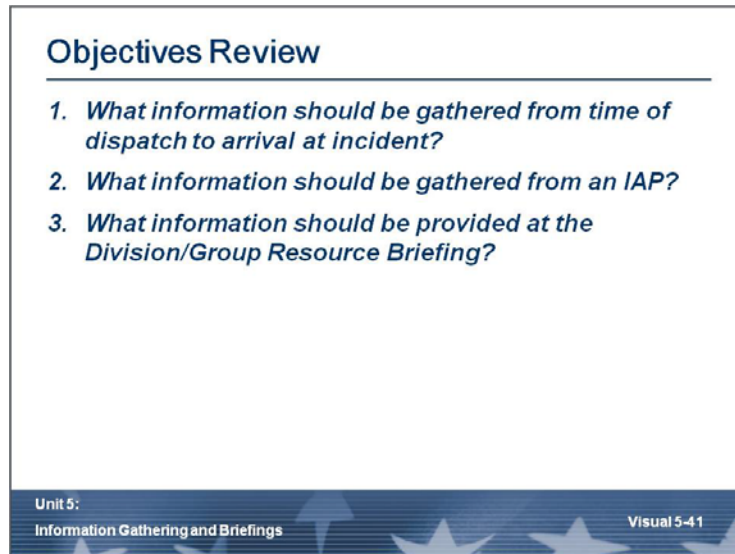
Debriefing Form

- An organizational tool for recording and disseminating information about current the operational period to the above sections
- Used for planning purposes of next operational period

Complete any personnel evaluations and turn them into the Documentation Unit.

Topic

Objectives Review



Explain the Following Key Points

The purpose of this slide is to review the Unit Enabling Objectives for this unit to ensure that the class has obtained the knowledge necessary to successfully meet the Unit Terminal Objective.

Pose the Unit Enabling Objectives as questions. Ask the group to give a brief example or short explanation to answer each question. Try to call on a different student for each objective.

This is not intended to be an inclusive discussion of all material covered in Unit 5, but rather a quick and engaging way to wrap up the unit and reconnect the students to the material before moving on to Unit 6.

Ask the students to write down the top three to five things they learned in this unit on their ICS Forms 214.

Leave the objective slide up so that students can think about what they learned in relation to the objectives.

At the end of the day, collect their ICS Forms 214. This will help identify what the students have learned and what areas may be especially important to highlight throughout the rest of the course.

This activity should be done at the end of each unit.

Unit Terminal Objective

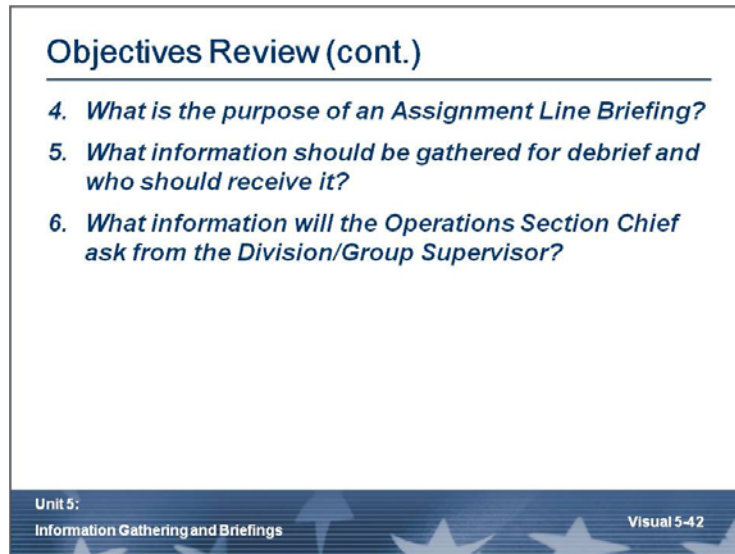
Describe the information gathering and dissemination responsibilities of the Division/Group Supervisor.

Unit Enabling Objectives

- Identify information that should be gathered from time of dispatch to arrival at incident
- Identify what information should be gathered from an IAP
- Describe a Division/Group Resource Briefing

Topic

Objectives Review (cont.)

**Explain the Following Key Points**

The purpose of this slide is to continue reviewing the Unit Enabling Objectives to ensure that the class has obtained the knowledge necessary to successfully meet the Unit Terminal Objective.

Pose the Unit Enabling Objectives as questions. Ask the group to give a brief example or short explanation to answer each question. Try to call on a different student for each objective.

This is not intended to be an inclusive discussion of all material covered in Unit 5, but rather a quick and engaging way to wrap up the unit and reconnect the students to the material before moving on to Unit 6.

Ask the students to write down the top three to five things they learned in this unit on their ICS Forms 214.

Leave the objective slide up so that students can think about what they learned in relation to the objectives.

At the end of the day, collect their ICS Forms 214. This will help identify what the students have learned and what areas may be especially important to highlight throughout the rest of the course.

This activity should be done at the end of each unit.

Unit Terminal Objective

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

Unit Enabling Objectives

- 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