

INTERNAL INFORMATION

(September 1991)

0664

Broadcasts and display boards provide information to emergency workers. To best serve these workers, information should be posted at each Incident Base, Base Camp, Incident Command Post, and staging area.

Information officers should have the contents of the telecopied statewide Fire Summary (___:00 a.m.) and Dispatchers Morning Report (__:00 a.m.) reproduced and posted without delay. Information personnel should make arrangements to have copies of these reports, available from units or region officers, and other official communications of interest.

Information personnel should take care to pass on this information promptly to the Command Post in order to keep officials and strategists fully informed. Although the information may already be known, tie-ups in phone or radio traffic frequently create lengthy delays in the flow of nonemergency communication.

To ensure continuity of official information, units and regional offices need to know the details released to reporters and the public. On major incidents of statewide interest, the Director's information office must also be informed of the current situation and anticipated developments.

Information personnel should also keep adjacent field units and emergency agencies informed on a regular updating basis, particularly if they have supplied contingents of control forces to the incident. These units and agencies also have an urgent need to be aware of actions and status changes which affect planning, personnel and equipment needs, and availability of initial attack forces.

It is the Planning Unit's responsibility to transmit the Incident Status Summary (Form ICS-209) to the unit ECC at a minimum of twice during the daytime period, 7 a.m. and 6 p.m., and immediately following any significant change. Other important times for additional information are:

- 10:30 a.m. and 4:30 p.m. for internal reports
- 5:00 a.m. and 10:00 p.m. for early morning and evening media reports

FIRE LINE NEWSPAPER

(September 1991)

0664.1

A daily fire line newspaper can supply important and interesting information to fire personnel. Fire Line Newspaper not only works as a morale booster, but also fills a vital information need. This tool may also be useful for other types of long duration incidents.

In extended incidents which last more than 48 hours, the daily one or two page publication should be made available in sufficient copies for all crew and overhead personnel. Publishing should continue until heavy demobilization is underway. Distribution points should include Incident Base, Base Camp, Incident Command Post, and staging areas. Also, information personnel should post a copy on each fire bulletin board.

Fire Line Newspaper should include items specifically about the fire, such as words of praise or encouragement from the Incident Commander, public officials, and local residents, full information about the incident, acreage, personnel, and equipment, and messages from the Safety Officer. A map of the incident is not only a handy reference but also helps emergency workers understand how their efforts contribute to the total picture. General news from local media about regional events, sports scores, and news from other emergency sites are also important.

The telecopied Statewide Fire Memo and Dispatcher's Morning Report should not be held until the next fire line paper is published and distributed, but reproduced and posted without delay.

MAP REVISIONS

0664.2

(September 1991)

The Information Center should receive an initial map from the situation unit as soon as possible with follow-up revisions as significant changes occur. Follow-up maps should update perimeter and control details. Both internal and public needs are greatest when this information is most difficult to obtain, but information personnel should devote considerable effort to ensure the timeliness and accuracy of map revisions. Special notation should be made on any approximate or uncertain change.

In general, the Field Information Office should forward updated maps to the Information Center and to the unit ECC by the Situation Unit in accordance with the schedule applicable to the Incident Status Summary in fire situations:

- Sunrise, following daybreak flight
- Mid-morning, after drift smoke lifts (10:30 a.m.)
- Late afternoon, reflecting major fire spread (6 p.m.)
- Dusk, following twilight mapping flight

- Nighttime, after I-R scan
- Special situations, such as local areas burned in "fire run" or "blow-up" affecting critical interest areas

The initial map should outline the incident on a 7-1/2 minute U.S. topographic base map. Subsequent revisions can be added to the base map or made as an overlay to the base map at least two reference points should be provided for overlay orientation. Overlay details should be kept simple and easily identifiable.

For more information on incident maps, see [Section 0655.2](#), Display Maps.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)