

INFORMATION NEEDS

0673

(September 1991)

During an emergency incident, it is extremely important to keep CAL FIRE managers and government offices updated. Each level of the information system has its own responsibility for internal flow, and information centers should staff sufficiently to accommodate this need.

The following sections describe the types of information necessary to update incident status and the general direction of internal information flow.

GOVERNMENT OFFICIALS

0673.1

(September 1991)

Information personnel must inform county, city, and state government decision-makers of the current incident status at least twice a day. The information, in most cases, comes from either the unit chief or the Incident Information Center. An information officer should not assume that one or the other of these functions is going to take on the responsibility. A decision must be made at the onset of the incident to avoid lack or duplication of effort.

As information progresses through the CAL FIRE system, information personnel update different levels of government officials on incident status. At the Sacramento level, the CALMAC (ICC) or the Director's office inform the Senate, Assembly, and the Governor's Office.

ALLIED AGENCIES/COOPERATING AGENCIES

0673.2

(September 1991)

Emergencies affect many allied agencies that need to know about an incident. This information will assist them in many ways, from planning when an agency's personnel and equipment may be returning, to supplying facts that may provide the basis for a State of Emergency. CAL FIRE's philosophy has been and will be to take a very aggressive approach in keeping other agencies up-to-date on our incidents. The following is a list of agencies which should be contacted:

- Local road departments and Caltrans
- Local fire departments
- United States Forest Service (USDA)
- State Fire Marshal's Office
- Office of Emergency Services

- Bureau of Land Management
- Bureau of Indian Affairs
- Water Quality Control
- Department of Fish and Game
- Red Cross, Salvation Army, Goodwill

SACRAMENTO ICC
(September 1991)

0673.3

The completed Incident Status Summary report (ICS-209) has always been the most needed form and the hardest to obtain. The ICS-209 must be forwarded soon after it has been completed by the incident Resource Unit Leader. The normal route by which this form progresses through the system is from the incident to the unit Emergency Command Center (ECC), to region ECC, to Sacramento ECC. It is important that the Incident Information Center assure that this system is functioning and that the center be available as a secondary avenue.

INJURIES, ACCIDENTS, AND DEATHS
(September 1991)

0673.4

When major injuries, accidents, or deaths occur on an incident, an overview of the situation outlining the releasable information should be forwarded internally as soon as possible. Available updates must also be forwarded. See [Section 0662.2](#), Special Situations/Adverse News, for procedures regarding the release of information in the event of major injuries, accidents, and fatalities.

MAJOR EVENTS
(September 1991)

0673.5

Information about the following events should be forwarded:

- Establishment of an evacuation center
- Planned and current evacuations
- Establishment of a community center
- Stories of community action

- Reports from damage assessment teams, both structure and resources
- Dignitaries touring incident
- Press conference

MAP OF INCIDENT

0673.6

(September 1991)

An incident map should be processed at least once per day by the Situation Unit Leader. Incident maps should include the actual location (e.g., 6 miles northeast of Gerber) with the incident proximity to a major landmark (e.g., 12 miles east of Hearst Castle). See [Section 0655.2](#), Display Maps, and [Section 0664.2](#), Map Revisions, for more information.

(see next section)

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(see Forms or Forms Samples)