1. Incident Name:	2. Operational Period:		INCIDENT INFORMATION MANAGEMENT PLAN ICS 240-CG					
	From (Date/Time)	To (Date/Time):						
3. Critical Information Requirement (CIR)	4. Requested by	5. Collected By	6. Reporting Timeline				7. Dissemination Method		
			Immediate Reporting Threshold	C&GS Mtg	Plng Mtg	Other (specify)	Brief	209	Display

INFORMATION MANAGEMENT PLAN (ICS 240-CG)

Purpose. The Information Management Plan is an optional form used the Situation Unit Leader to track Critical Information Requirements (CIRs) during incident.

Preparation. The Information Management Plan is prepared by the Situation Unit Leader (or Deputy Planning Section Chief for Information Management or Deputy Incident Commander for Information Management). If this form is completed in Excel, the information can be sorted based on a particular column (e.g. requested by block) to help sort and utilize information.

Distribution. The Information Management Plan is prepared by and used by the Situation Unit Leader (or Deputy Planning Section Chief for Information Management or Deputy Incident Commander for Information Management) to track status of CIRs. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter date (month, day, year) and time prepared (24-hour clock).
3.	Critical Information Requirement	Enter the Critical Information Requirement (CIR).
4.	Requested By	Enter agency name or agency requesting the information.
5.	Collected By	Order number will be assigned by Agency dispatching the resources or personnel to the incident.
6.	Reporting Timeline	Check boxes as to when reporting timeline is needed and note timeframe CIR is required if needed.
7.	Dissemination Method	Check boxes as to dissemination method of CIR information.