

CHAPTER 1 CHECKLIST

1.1 Checklist The Checklist presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary.

1.2 Liaison Officer's Checklist

- a. Obtain briefing from Incident Commander.
- b. Provide a point of contact for assisting/cooperating Agency Representatives.
- c. Identify Agency Representatives from each agency including communications link and location.
- d. Respond to requests from incident personnel for inter-organizational contacts.
- e. Monitor incident operations to identify current or potential inter-organizational problems.
- f. Maintain Unit Log (ICS Form 214).

CHAPTER 2 RESPONSIBILITIES AND PROCEDURES

2.1 ORGANIZATION The Liaison Officer of the jurisdictional agency is responsible for interacting (by providing a point of contact) with the assisting and cooperating agencies. This could include fire agencies, Red Cross, law enforcement, public works and engineering organizations, and others. If these agencies assign Agency Representatives to the incident, the Liaison Officer will coordinate their activities. The Liaison Officer, a member of the Command Staff, reports to the Incident Commander.

2.2 MAJOR RESPONSIBILITIES AND PROCEDURES The major responsibilities of the Liaison Officer are stated below. following each responsibility are procedures for implementing the activity.

- a. Obtain Briefing

1. Receive briefing from Incident Commander and obtain:
 - (a) Incident Briefing report (ICS Form 201)
 - (b) Summary of the incident organization
 - (c) Agencies currently involved in the incident
 - (d) Special instructions from the Incident Commander
2. When available obtain the Incident Action Plan.

b. Provide Point of Contact for Assisting/Cooperating Agencies Example agencies are fire suppression Highway Patrol, Red Cross, utility companies, etc.

1. Identify assisting and cooperating agencies from:
 - (a) Incident Briefing report (ICS Form 201)
 - (b) Local dispatchers
2. Determine if assisting and cooperating agencies have assigned Agency Representatives. If so, obtain their names, locations, and communication channels by contacting:
 - (a) The assisting or cooperating agencies
 - (b) The Incident Commander
 - (c) The senior officers of agencies at the scene
3. Receive requests for contacts between incident personnel and agency personnel.
4. Identify appropriate personnel to contact (either incident or agency personnel).
5. Establish contact with appropriate personnel.
6. Take necessary action to satisfy request.
7. Notify concerned personnel.

c. Identify Current or Potential Inter-Agency Problems

1. Obtain complaints pertaining to matters such as a lack of logistics, inadequate communications, and personnel problems.
2. Personally observe incident operations to identify current or potential inter-agency problems.
3. Notify appropriate personnel of current or potential problems.

d. Maintain Unit Log

1. Record liaison actions on Unit Log (ICS Form 214).
2. Collect and transmit required records and logs to Documentation Unit at the end of each operational period.

CHAPTER 3 AGENCY REPRESENTATIVES

3.1 AGENCY REPRESENTATIVE An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters effecting that agencies participation at the incident. Agency Representatives report to the Liaison Officer, if that position has been filled. If there is no Liaison Officer, Agency Representatives report to the Incident Commander. There will be only one (1) Agency Representative from each agency assigned to the incident.

3.2 AGENCY REPRESENTATIVE CHECKLIST

- a. Check in at the Incident Command Post. Complete ICS 211 (Check-in list). Ensure that all agency resources have completed Check-in.
- b. Obtain briefing from Liaison Officer or Incident Commander.
- c. Establish working location. Advise agency personnel on the incident that the Agency Representative position has been filled.
- d. Attend planning meetings as required.
- e. Provide input on use of agency resources if no resource Technical Specialists are assigned.

- f. Cooperate fully with Incident Commander and General Staff on agencies involvement at the incident.
- g. Oversee the well-being and safety of agency personnel assigned to incident.
- h. Advise Liaison Officer of any special agency needs or requirements.
- i. Determine if any special reports or documents are required.
- j. Report to agency dispatch or headquarters on prearranged schedule.
- k. Ensure that all agency personnel and/or equipment is properly accounted for and released prior to your departure.
- l. Ensure that all required agency forms, reports and documents are complete prior to your departure from the incident.
- m. Have debriefing session with Liaison Officer/Incident Commander prior to departure.