



LIAISON OFFICER POSITION CHECKLIST

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Task

1. Obtain briefing from the EC:

- Obtain summary of incident organization (ICS Forms 201 and 203).
- Determine companies/agencies/non-governmental organizations already involved in the incident, and whether they are assisting (have tactical equipment and/or personnel assigned to the organization), or cooperating (operating in a support mode "outside" the organization).

2. Obtain cooperating and assisting agency information, including:

- Contact person(s).
- Radio frequencies.
- Phone numbers.
- Cooperative agreements.
- Resource type.
- Number of personnel.
- Condition of personnel and equipment.
- Agency constraints/limitations.

3. Establish workspace for Liaison function and notify agency representatives of location.

4. Contact and brief assisting/cooperating agency representatives and mutual aid cooperators.

5. Interview agency representatives concerning resources and capabilities, and restrictions on use - provide this information at planning meetings.

6. Work with Public Information Officer and EC to coordinate media releases associated with inter-governmental cooperation issues.

7. Monitor incident operations to identify potential inter-organizational problems. Keep the EC apprised of such issues:

- Bring complaints pertaining to logistical problems, inadequate communications, and strategic and tactical direction to the attention of Incident Management Team (IMT).

8. Participate in Planning Meetings:

Sample Planning Meeting Agenda

Agenda Item Responsible Party

- 1 Briefing on situation/resource status. Planning/Operations
- 2 Discuss safety issues. Safety Officer
- 3 Set/confirm incident objectives. EC
- 4 Plot control lines & Division boundaries. Operations Officer
- 5 Specify tactics for each Division/Group. Operations
- 6 Specify resources needed for each Division/Group, Operations/Planning

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- 7 Specify facilities and reporting locations. Operations/Planning/Logistics
- 8 Develop resource order. Logistics Section
- 9 Consider communications/medical/transportation plans, Logistics/Planning Sections
- 10 Provide financial update. Finance/Administration Officer
- 11 Discuss interagency liaison issues. Liaison Officer
- 12 Discuss information issues. Public Information Officer
- 13 Finalize/approve/implement plan. EC and General Staff

9. Document all activity on Unit Log (ICS Form 214).