



**INCIDENT COMMAND SYSTEM  
ICS POSITION: LIAISON OFFICER**

**REPORTS TO: INCIDENT COMMANDER**

**POST ORDER**

THE LIAISON OFFICER IS A MEMBER OF THE COMMAND STAFF, AND IS RESPONSIBLE FOR FACILITATING THE UNTEGRATION OF LOCAL AND STATE WIDE AGENCY RESOURCES INTO THE INCIDENT ORGANIZATION.

THE LIAISON OFFICER'S FUNCTION IS TO BE A POINT OF CONTACT FOR REPRESENTATIVES FROM ASSISTING AND COOPERATING AGENCIES. AT THE ONSET OF A CRITICAL INCIDENT THE LIAISON OFFICER WILL INITIATE NOTIFICATION CONTACT WITH THE APPROPRIATE LOCAL SUPPORT AGENCIES. WHEN UNIFIED COMMAND IS ESTABLISHED, THE LIAISON OFFICER WILL ASSIST IN THE INTERGRATION OF OTHER AGENCIES REPRESENTATIVES INTO THE COMMAND STRUCTURE. AGENCY REPRESENTATIVES ASSIGNED TO AN INCIDENT SHOULD HAVE AUTHORITY TO SPEAK ON ALL MATTERS FOR THEIR AGENCY.

- A. OBTAIN A BRIEFING FROM THE INCIDENT COMMANDER. INSURE THAT ALL AGENCY RESOURCES HAVE COMPLETED CHECK-IN.
- B. INITIATE THE INITIAL CONTACT WITH THE APPROPRIATE LOCAL SUPPORT AGENCIES/REPRESENTATIVES AND PROVIDE AN INITIAL BRIEFING.
- C. IDENTIFY AGENCY REPRESENTATIVES FROM EACH AGENCY INCLUDING COMMUNICATIONS LINK AND LOCATION.
- D. RESPOND TO REQUEST FROM INCIDENT PERSONNEL FOR INTER ORGANIZATIONAL PROBLEMS.
- E. MONITOR INCIDENT OPERATIONS TO IDENTIFY CURRENT OR POTENTIAL INTER-ORGANIZATIONAL PROBLEMS.
- F. MAINTAIN A POST LOG.

- G. ESTABLISH A WORKING LOCATION AND ADVISE AGENCY PERSONNEL OF THE INCIDENT THAT THE AGENCY REPRESENTATIVE POSITION HAS BEEN FILLED.
- H. ATTEND PLANNING MEETINGS AS REQUIRED.
- I. PROVIDE INPUT ON THE USE OF AGENCY RESOURCES.
- J. COOPERATE FULLY WITH THE INCIDENT COMMANDER AND STAFF ON LOCAL SUPPORT AGENCY'S INVOLVEMENT AT THE INCIDENT.
- K. OVERSEE THE WELL-BEING AND SAFETY OF AGENCY PERSONNEL ASSIGNED TO THE INCIDENT.
- L. ADVISE OF ANY SPECIAL AGENCY NEEDS OR REQUIRMENTS.
- M. DETERMINE IF ANY SPECIAL REPORTS OR DOCUMENTS ARE REQUIRED.
- N. INSURE THAT ALL AGENCY PERSONNEL AND/OR EQUIPMENT IS PROPERLY ACCOUNTED FOR AND RELEASED PRIOR TO YOUR DEPARTURE.
- O. INSURE THAT ALL REQUIRED AGENCY FORMS, REPORTS, AND DOCUMENTS ARE COMPLETE PRIOR TO YOUR DEPARTURE FROM THE INCIDENT.
- P. P.HAVE A BRIEFING SESSION WITH THE INCIDENT COMMANDER PRIOR TO DEPARTURE.
- Q. MAINTAIN A UNIT LOG.

CRITICAL INCIDENT CHECK LIST		CRITICAL INCIDENT COMMAND POST	DATE/TIME:
LIAISON OFFICER (CONTINUED)			TIME:
	ACTIVITIES		
1	CHECK-IN AT INCIDENT COMMAND POST AND RECEIVES BRIEFING FROM INCIDENT COMMANDER.		
2	IDENTIFY AGENCY/REPRESENTATIVES AND INITIATE INITIAL CONTACT:		
3	RESPOND TO REQUEST(S) FROM INCIDENT COMMANDER.		
4	MONITOR INCIDENT OPERATIONS FOR CURRENT OR POTENTIAL INTER-ORGANIZATIONAL PROBLEMS.		
5	MAINTAIN UNIT LOG.		
6	INTERGRATE RESPONDING AGENCY REPRESENTATIVES INTO THE INCIDENT ORGANIZATION AS APPROPRIATE.		
7	ATTEND PLANNING MEETINGS AS REQUIRED.		
8	PROVIDE INPUT ON USE OF AGENCY.		
9	OVERSEE WELL-BEING OF AGENCY PERSONNEL.		
10	ADVISE OF SPECIAL AGENCY NEEDS/REQUIREMENTS.		
11	DETERMINE REQUIREMENT FOR SPECIAL REPORTS OR DOCUMENTS.		
12	PERIODCALLY REPORT TO AGENCY DISPATCH OR HEADQUARTERS ON A PREARRANGE SCHEDULE.		
13	INSURE AGENCY PERSONNEL AND/OR EQUIPMENT ARE ACCOUNTED FOR/RELEASED PRIOR TO YOUR DEPARTURE.		
14	INSURE REQUIRED AGENCY FORMS, REPORTS, AND DOCUMENTS ARE COMPLETE PRIOR TO YOUR DEPARTURE FROM THE INCIDENT AREA.		
15	ASSIST INT PREPARATION OF THE AFTER ACTION PLAN AND REPORT.		
REMARKS/COMMENTS			

