Agency Representative

Incident Management Team >> Liaison Staff

Reports to: Liaison Officer  Supervises: n/a  
Loc'n: EOC or DOC  Radio: Mtrla

Common mission: Care for the Westmont College community, and get back on track ASAP
Your mission: Facilitate current and effective communication between campus and external agencies
  Diplomatically advocate for needed resources

Common priorities: Life Safety; Incident Stabilization; Environment/Property Conservation

Deployment
- Attempt to reach other team members (or Troy Harris, Jena Harris or Chris Call) by cell (refer to the Emergency Response Contacts list saved on your phone) or Motorola radio
- Request guidance on where to report, and gather initial report on campus status
- Head to location specified (or in the absence of other guidance, head to the nearest of):
  a) Montecito Fire District Operations Ctr at Station 1, 595 San Ysidro Rd, just above East Valley Rd; or
  b) County EOC, 4408 Cathedral Oaks Rd, SB (near Hwy 154)
- If more than one Liaison appears at a site, decide who will remain and other/s head to campus
- Read this entire Job Action Sheet and review organizational chart

Initial Actions (applicable only upon activating our response)
- Establish communication means and protocols (who/when/how) for applicable agencies
- Identify point of contact (POC) and applicable initial info which may include things such as radio frequencies, phone numbers, MOUs, resource types, agency constraints/limitations

Begin Shift
- Transfer to Activity Log current open items from predecessor’s shift
- Review/confirm agency contact info for upcoming shift

Job Duties (applicable to all shifts)
- Assiduously maintain Activity Log, ensuring that completion time is noted for all resolved items
- Attend agency shift briefing if possible
- Attend separate agency representative meeting (often held immediately after main briefing) for certain
- Be available to field questions/issues that arise regarding Westmont
- Monitor, and provide to upline applicable info about, outside resource status, limits/capabilities of assisting agencies
- Keep campus Liaison Officer posted on key issues from your perspective

End Shift
- Brief successor on previous period, ongoing, and pending activities
- Transfer current open items to Activity Log of your successor
- Submit all documentation to the Planning Section >> Documentation Unit
Demobilization

- Communicate surplus resources that might be made available as necessary to assisting agencies
- Coordinate demobilization with assisting agencies

Resources

- Liaison/Agency Rep clamshell, carried in personal vehicle