**Liaison Officer**

Incident Management Team >> Command Staff

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<th>Reports to: Incident Manager</th>
<th>Supervises: Agency Reps</th>
<th>Loc’n: Observatory</th>
<th>Radio: 2LPIO</th>
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**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

### On Arrival (applicable to all responders)

- Check in with Planning, who will provisionally designate who holds this position on campus for the current operational shift
- Obtain radio (distributed by Radio Unit) and ensure set to appropriate channel (see above)
- Identify your two assistants (assigned by Volunteer Unit); perform their duties until volunteers are available
  - Scribe: list actions/resources needed on Activity Log (IMPORTANT: show start/end time for all items noted)
  - Radio monitor: assist in filtering radio traffic for you
- Read this entire Job Action Sheet, the Planning P Job Aid, and the Organization Chart/Radio Job Aid

### Initial Actions (applicable only upon activating our response)

- Create a list of external entities (official and NGO/VOAD) with whom interactions should be sustained
- Ensure agency reps are identified and deployed. Establish their activities and assignments
- Attend initial C&GS meeting (Phase 1 of Planning P Job Aid)

### Begin Shift

- Transfer to your Activity Log current open items from predecessor’s shift
- Attend shift briefing
- Review and as needed update list of a) external entities and b) agency reps assigned

### Job Duties (applicable to all shifts)

- Keep Incident Manager (IM) posted on key issues from your perspective
- Consult agency reps about resources/capabilities/restrictions on use; provide this information at planning meetings
- Work with the Public Information Officer (PIO) and the Incident Manager (IM) to coordinate info from/about outside agencies as may be needed for our media releases
- Monitor incident operations to identify potential inter-organizational problems. Bring issues to appropriate section chief
- Participate in planning meeting to provide outside resource status, limits/capabilities of assisting agencies
- Coordinate activities of visiting dignitaries
- Ensure general welfare and safety of all who report to you
- Attend the Command & General Staff (C&GS) meeting (Phase 2 of Planning P Job Aid)
- Attend Planning meeting (Phase 4 of Planning P Job Aid)

### End Shift

- Brief successor on previous period, ongoing, and pending activities
- Submit all documentation to the Planning Section >> Documentation Unit
Liaison Officer

Incident Management Team >> Command Staff

Reports to: Incident Manager  Supervises: Agency Reps

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Demobilization

- Communicate surplus resources that might be made available as necessary to assisting agencies
- Attend demobilization meeting

Resources

- Additional Activity Logs and Ans-R-Grams can be found at the Planning Section, as supplies allow
- Liaison Officer Vest (either maroon or tan w/ Westmont Logo) & Liaison Clamshell (in personal vehicle)