

Agency Representative

Job Action Sheet, page 1 of 2
Revised 5/12/16



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

<input type="checkbox"/>	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
<input type="checkbox"/>	Request guidance on where to report, and gather initial report on campus status
<input type="checkbox"/>	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)
<input type="checkbox"/>	If more than one Liaison appears at a site, decide who will remain and other/s head to campus
<input type="checkbox"/>	Read this entire Job Action Sheet and review organizational chart
<input type="checkbox"/>	
<input type="checkbox"/>	

Initial Actions (applicable only upon activating our response)

<input type="checkbox"/>	Establish communication means and protocols (who/when/how) for applicable agencies
<input type="checkbox"/>	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
<input type="checkbox"/>	
<input type="checkbox"/>	

Begin Shift

<input type="checkbox"/>	Transfer to Activity Log current open items from predecessor's shift
<input type="checkbox"/>	Review/confirm agency contact info for upcoming shift
<input type="checkbox"/>	
<input type="checkbox"/>	

Job Duties (applicable to all shifts)

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

End Shift

<input type="checkbox"/>	Brief successor on previous period, ongoing, and pending activities
<input type="checkbox"/>	Transfer current open items to Activity Log of your successor
<input type="checkbox"/>	Submit all documentation to the Planning Section >> Documentation Unit
<input type="checkbox"/>	
<input type="checkbox"/>	

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Demobilization

<input type="checkbox"/>	Communicate surplus resources that might be made available as necessary to assisting agencies
<input type="checkbox"/>	Coordinate demobilization with assisting agencies
<input type="checkbox"/>	
<input type="checkbox"/>	

Resources

<input type="checkbox"/>	Liaison/Agency Rep clamshell, carried in personal vehicle
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	