

Liaison Officer

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



Incident Management Team >> Command Staff

Reports to: Incident Manager Supervises: Agency Reps

Loc'n: Observatory

Radio: 2LPIO

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)*

<input type="checkbox"/>	Check in with Planning, who will provisionally designate who holds this position on campus for the current operational shift
<input type="checkbox"/>	Obtain radio (distributed by Radio Unit) and ensure set to appropriate channel (see above)
<input type="checkbox"/>	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
<input type="checkbox"/>	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)*

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

Begin Shift

<input type="checkbox"/>	Transfer to your Activity Log current open items from predecessor's shift
<input type="checkbox"/>	Attend shift briefing
<input type="checkbox"/>	Review and as needed update list of a) external entities and b) agency reps assigned
<input type="checkbox"/>	

Job Duties *(applicable to all shifts)*

<input type="checkbox"/>	Keep Incident Manager (IM) posted on key issues from your perspective
<input type="checkbox"/>	Consult agency reps about resources/capabilities/restrictions on use; provide this information at planning meetings
<input type="checkbox"/>	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
<input type="checkbox"/>	Monitor incident operations to identify potential inter-organizational problems. Bring issues to appropriate section chief
<input type="checkbox"/>	Participate in planning meeting to provide outside resource status, limits/capabilities of assisting agencies
<input type="checkbox"/>	Coordinate activities of visiting dignitaries
<input type="checkbox"/>	Ensure general welfare and safety of all who report to you
<input type="checkbox"/>	Attend the Command & General Staff (C&GS) meeting (Phase 2 of Planning P Job Aid)
<input type="checkbox"/>	Attend Planning meeting (Phase 4 of Planning P Job Aid)

End Shift

<input type="checkbox"/>	Brief successor on previous period, ongoing, and pending activities
<input type="checkbox"/>	Submit all documentation to the Planning Section >> Documentation Unit
<input type="checkbox"/>	

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WESTMONT
INSTITUTIONAL RESILIENCE

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Demobilization

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

Resources

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