

Liaison Officer **Activities**

Prepare for the Tactics Meeting

- Obtain briefing from ALNO's at locations other than ICP
- Contact agency rep's to discuss objectives for upcoming op period & their support/requirements.
- Meet with OSC to provide agency info, requirements and concerns
- Pass info back to ALNO's as needed
- Begin developing LNO outreach plan

Strategy/Command & General

- Ensure that there is clarity on liaison related priorities, objectives, SOP's and tasks
- Provide briefing/update on
- Ask questions and ensure understanding of Command expectations
- Discuss briefing schedule with Command and PSC

IC/UC Develops/Updates **Incident Objectives**

- Provide recommended priorities, objectives, tasks and SOP's as requested
- Assist (if requested) in determining appropriate Command makeup.
- Provide other recommendations as requested

Initial Response and Assessment

- Confirm agency and stakeholder involvement Review contingency plans
- · Determine OSC's support needs & reach out to agencies & industry
- Assess response AOR for affected and involved parties
- Assemble LNO staff and establish work areas in ICP and at other locations

Incident

- Receive initial response information
- Begin establishing agency, stakeholder and involved party outreach

Tactics Meeting

- Though not normally at this meeting, the LNO can use the time for some of the following:
- Meet with agencies and stakeholders
- Finalize Command tasks
- Meet with Liaison staff
- Tour the operational area
- Provide briefings to VIP's, stakeholders, or others as necessary

Prepare for the Planning Meeting

- Obtain briefing from ALNOs
- Prepare summaries of Liaison activities and
- Coordinate with other IMT staff on shared projects to ensure unity during Planning Meeting discussions

Tactics Meeting

Prepare for

Tactics Meeting

Strategy Meeting/

Command and

General Staff Meeting

(if necessary)

IC/UC

Develops/Updates

Incident Objectives

Prepare for **Planning Meeting**

Execute Plan

and Assess

Progress

Initial Response

Planning Meeting

IAP Preparation

Planning Meeting

- When called upon, provide Liaison activities brief, including:
 - Items from ALNO's at other facilities
 - Liaison statistics.
 - Status of tasking assigned to liaison Issues and concerns
- Be prepared to indicate LNO support for the proposed tactical plan of

and Approval

Operational **Period Briefing**



New Operational Period Begins

IAP Preparation and Approval

- Review IAP for Liaison info:
 - 203 reflects Liaison org.
 - 204's include:
 - Specific agency info & requirements
 - Resource compatibility for work assigned
 - · Need for clarification
- Review support plans
- Provide feedback to IMT on agency view of proposed plan

Initial UC Meeting (if Unified Command)

Incident Briefing

Agency Administrator Briefing (if appropriate)

> **Initial Response** and Assessment

> > Notification

Incident

Operational Period Briefing

- Summarize info needed by field supervisors to perform work assigned:
- Specific agency requirements
- · Any precautions for affected parties
- Cooperating agency info
- · Need for effectiveness feedback

Execute Plan & Assess Progress

- Obtain updates from OSC on agency/ stakeholder resource effectiveness
- Evaluate Liaison organization effectiveness
- Receive feedback from ALNO's at other locations
- Meet with Agency Representatives
- Review/update any outstanding tasking from Command
- Prepare as requested any recommendations for Command's use in Objectives Meeting

Briefing

Action