

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

Tactics Meeting

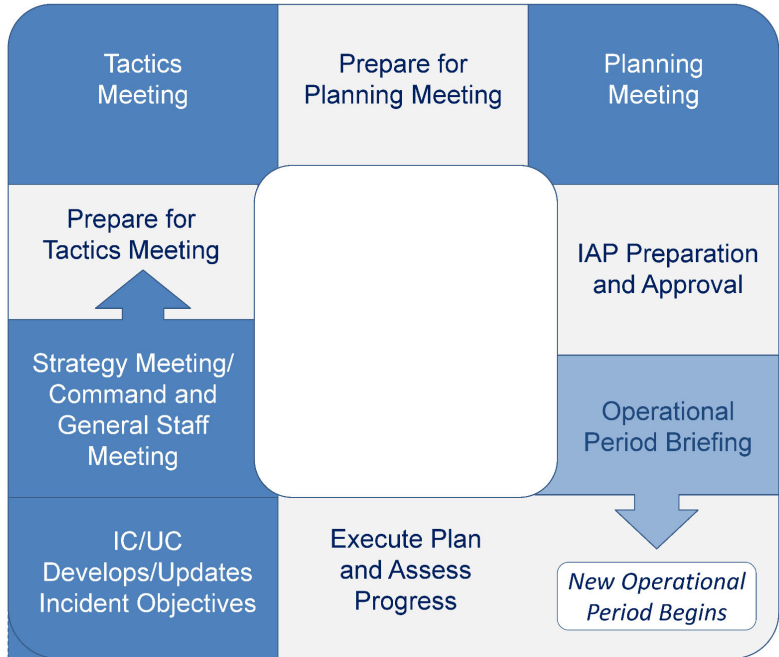
- Though not normally at this meeting, the LNO can use the time for some of the following:
 - Meet with agencies and stakeholders
 - Finalize Command tasks
 - Meet with Liaison staff
 - Tour the operational area
 - Provide briefings to VIP's, stakeholders, or others as necessary

Prepare for the Planning Meeting

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

Strategy/Command & General Staff Meeting

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



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
 - VIP activities
- Be prepared to indicate LNO support for the proposed tactical plan of action

IC/UC Develops/Updates Incident Objectives

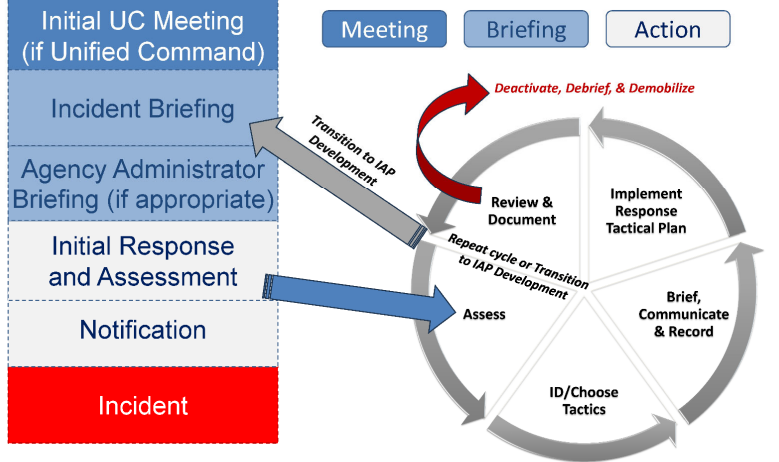
- Provide recommended priorities, objectives, tasks and SOP's as requested
- Assist (if requested) in determining appropriate Command makeup.
- Provide other recommendations as requested

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 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



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

Incident

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

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