

Legal Officer Activities

Prepare for the Tactics Meeting

- Brief legal organization on C&GS meeting
- Legal usually doesn't this meeting, but you may desire due to safety, environmental, or response related concerns
- Continue to staff and build out workspace
- Keep relevant legal counsel informed

Tactics Meeting

- LEGL is not normally at this meeting – but again you may due to operational concerns and to be able to support plan at the Plans Meeting
- Assist NDRA with natural resource damage assessment

Prepare for the Planning Meeting

- If there are any issues regarding proposed plan now is the time to come to resolution
- Get SA update from SITL
- Coordinate with IMT members on shared projects/tasks
- Prepare to brief on critical issues impacting legal or the response

Strategy/Command & General Staff Meeting

- IC/US Meeting to C&GS to brief on direction, objectives & priorities
- Review work tasks assigned and coordinate with IMT members
- Communicate legal concerns/ issues and recommendations



Planning Meeting

- Meeting for the IC/UC, Command & General Staff, to review planned actions and finalize information to be incorporated into the IAP
- Provide input when called upon as well as weather you can support the plan

IAP Preparation and Approval

- Review IAP as well as supporting documentation for legal issues
- Provide feedback to IMT members as necessary
- Keep legal counsel informed on developments

Operational Period Briefing

- Provide briefing on any legal concerns/issues regarding the response to Ops Sec Personnel

IC/UC Develops/Updates Incident Objectives

- This meeting runs concurrent with one below but UC develops Priorities, Limitations & constraints, operating procedures, etc., needing legal opinion

Execute Plan and Assess Progress

New Operational Period Begins

Execute Plan & Assess Progress

- Obtain periodic briefings from OSC, SITL & AGEL's on progress or lack thereof
- Measure/ensure progress against stated objectives
- Evaluate LEGL organization for effectiveness (use checklist)
- Review any outstanding tasks/assignments
- Provide recommendations/concerns to UC
- Conduct a workload analysis of the organization for working 24/7
- Keep relevant managing counsel & general counsel informed

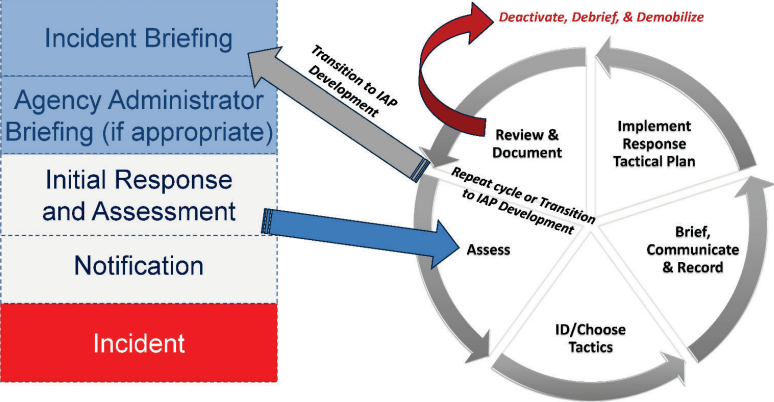
Initial UC Meeting (if Unified Command)

- Attend UC meeting to provide input in command products being developed
- Communicate legal concerns
- Work with IMT on legal activities

Meeting Briefing Action

Incident Briefing

- Obtain copy of ICS 201
- Evaluate impacts, issues, concerns, confidentiality/privileges
- Review contingency/support plans
- Continue to work on LEGL staff/ workspace



Initial Response and Assessment

- Check-in at incident and receive a briefing
- Use incident briefing checklist
- Determine any legal requirements relating to response
- Review existing documentation for issues/concerns
- Keep relevant counsel informed

Notification

- Receive Assignment
- Assemble LEGL go-kit
- Determine need for ALEGL's – start contact list
- Consider need for any specialist
- Consider need for other incident work locations/staff