

**K7BNR Bonner County ARES®**  
**Rev. September 2016**



**LIAISON OFFICER POSITION CHECKLIST**

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

**Task**

**1. Obtain briefing from the EC:**

Obtain summary of incident organization (ICS Forms 201 and 203).  
Determine companies/agencies/non-governmental organizations already involved in the incident, and whether they are assisting (have tactical equipment and/or personnel assigned to the organization), or cooperating (operating in a support mode "outside" the organization).

**2. Obtain cooperating and assisting agency information, including:**

Contact person(s).  
Radio frequencies.  
Phone numbers.  
Cooperative agreements.  
Resource type.  
Number of personnel.  
Condition of personnel and equipment.  
Agency constraints/limitations.

**3. Establish workspace for Liaison function and notify agency representatives of location.**

**4. Contact and brief assisting/cooperating agency representatives and mutual aid cooperators.**

**5. Interview agency representatives concerning resources and capabilities, and restrictions on use - provide this information at planning meetings.**

**6. Work with Public Information Officer and EC to coordinate media releases associated with inter-governmental cooperation issues.**

**7. Monitor incident operations to identify potential inter-organizational problems. Keep the EC apprised of such issues:**

Bring complaints pertaining to logistical problems, inadequate communications, and strategic and tactical direction to the attention of Incident Management Team (IMT).

**8. Participate in Planning Meetings:**

***Sample Planning Meeting Agenda***

**Agenda Item Responsible Party**

- 1 Briefing on situation/resource status. Planning/Operations
- 2 Discuss safety issues. Safety Officer
- 3 Set/confirm incident objectives. EC
- 4 Plot control lines & Division boundaries. Operations Officer
- 5 Specify tactics for each Division/Group. Operations

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- 6 Specify resources needed for each Division/Group, Operations/Planning
- 7 Specify facilities and reporting locations. Operations/Planning/Logistics
- 8 Develop resource order. Logistics Section
- 9 Consider communications/medical/transportation plans, Logistics/Planning Sections
- 10 Provide financial update. Finance/Administration Officer
- 11 Discuss interagency liaison issues. Liaison Officer
- 12 Discuss information issues. Public Information Officer
- 13 Finalize/approve/implement plan. EC and General Staff

**9. Document all activity on Unit Log (ICS Form 214).**