LIAISON JOB AID CHECKLIST

**INITIAL ACTIONS**

[ ]  Organize staff and make position assignments, hold staff meeting - follow position assignment job aid and assign team appropriate to complexity of the incident.

[ ]  Assign staffing based on needs of the response, and qualifications/experience of the staff.

[ ]  Initiate and maintain unit log and individual logs.

[ ]  Establish working phone line (s) for incoming calls and an email for email inquiries. Establish team to answer phones and answer calls as they come in. Advertise phone number and email address with JIC/PIO and other outreach activities.

[ ]  Establish location to store phone messages, notes, responses and documents. Ensure all phone messages are documented with a time taken and whether response was completed. Close the loop on everything if possible.

[ ]  Establish a situation board with key information for the Liaison Unit. Be sure to include an up to date meeting schedule at all times.

[ ]  Establish rapport and coordination with JIC, PIO, etc. Collocate Liaison and Joint Information Center if possible.

[ ]  Develop an immediate message to be broadcast to key elected and tribal officials and agency representatives. Coordinate closely with JIC to ensure messaging is consistent and timely provided. It is important to inform them early even if information is very incomplete.

[ ]  Verify public health impacts information with safety officer, Unified command and local health authority and coordinate public health information with local governments, health agencies and concerned citizens.

[ ]  Develop a “To Do” List using an Open Action Tracker (ICS-233).

**AGENCY, ELECTED OFFICIAL, TRIBAL & STAKEHOLDER OUTREACH**

[ ]  Monitor check-in sheets daily to ensure that all Agency Representatives in the command post are identified.

[ ]  Rapidly develop and maintain a list of elected officials, tribes, stakeholders, NGO’s and assisting and cooperating agencies, including name, phone and email address. Utilize spreadsheet template.

[ ]  Develop email distribution lists for key groups. Typically one for elected officials, one for tribes, one for NGO’s and stakeholders, one for agencies, etc.

[ ]  Provide detailed messages as incident situation is clarified/verified. Ensure you highlight corrections to any prior information passed that may have been inaccurate or has been verified.

[ ]  Set a regular daily meeting/briefing/email update schedule for elected officials and key government agencies and tribes. When scheduling a meeting, make sure it does not conflict with the commonly held meetings already listed, especially if you need to have members of UC present at your meeting.

[ ]  Consider daily call in for key elected officials, community officials, tribes.

[ ]  Develop templates for messages, meeting agenda announcements, etc. to facilitate timely and complete communications.

[ ]  Ensure key Agency Representatives are included whenever possible.

[ ]  Prepare for the possibility of command post tour requests form VIP’s, Elected Officials, higher up agency reps

**LIAISON PLAN DEVELOPMENT AND ACTIVITIES**

[ ]  Develop a liaison plan using liaison plan template. Plan is to be developed and signed off by the UC. Plan must include strategy for elected officials and citizen outreach. This takes a great deal of planning, scheduling and resource ordering. Establish a good team to work on this product. Possibly employ resources from JIC/PIO and ensure all JIC/PIO activities are coordinated.

[ ]  Develop Liaison objectives that align with the UC incident objectives. Document in the plan.

[ ]  Scope for Local Elected Officials/VIP Briefings. Goal is to be ahead of key press briefings to ensure elected officials are updated ahead of public information. Ensure all information is documented in Liaison Plan.

[ ]  Scope for public meetings to inform communities and concerned citizens about the response. Ensure all information is documented in Liaison Plan.

* Use templates in the NWACP for VIP/Meeting rules, messages, etc.
* Plan for Elected Official/VIP tours to keep them informed.

**NRDA and INVESTIGATIONS**

[ ]  Ensure critical resources needs are met for Natural Resources and Damage Control Assessment and Restoration Activities.

[ ]  Ensure coordination with investigations if necessary.