**Liaison Officer’s Punch List**

**For all**: Maintain a personal log, remember to convey milestone decisions/information to the keeper of the unit log. Add your name to our Unit’s Organization List so we can assign you. Be clear of your role and your responsibilities. And while you are working this incident, be open to including and helping others in the Unit so we can be a strong team.

**Be the Credible Voice** – this means being responsive, timely and accurate with information dissemination. We must be in sync with the JIC and coordinate consistent messaging.

**Assistant Liaison –** For all- the assistant will be managing the group while I am out. **P**leasewrite the overall plan for liaison work for the incident – this means what we are planning to do to be the credible voice. Meet with the JIC as soon as we are settled in.

**Elected Officials Coordinator**– Understand the key decisions where we want to make sure to inform elected officials before the JIC informs the media.

**Agency Coordinator** – Think about the jurisdiction of the agencies, and understand whether they simply need to be informed about the incident or whether they have resources to contribute or protect. The best time to inform agencies may be after the planning meeting, so we can brief on the next day’s plans.

**Tribal Coordinator** – Develop an understanding of potential tribal interests/concerns and be able to steer them to a person or part of the ICS process where the interests or concerns can be addressed. We need to be prepared to help the tribes navigate the system.

**Community Relations** **Coordinator** – Let’s establish a division of duties with the JIC. Volunteers should be driven to the OilSPills101 site.

**Internal Communications Coordinators –** For all – don’t forget to look up and stay on top of the evolving situation. Work with the JIC to establish a shared situational board. Efficiencies can be gained for both JIC and Liaison when we share information.