

Liaison Officer

Mission: To be the point of contact for representatives from other responding agencies, and to assist the POD Task Force Leader with documentation supporting the operation.

Date: _____ Location: _____ Shift: _____ Reports to: POD Task Force Leader

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
In conjunction with POD Task Force Leader establish incident objectives and operational periods		
Establish contact with liaison counterparts of each assisting and cooperating agency		
Document all key activities, actions and decisions on ICS Form 214		

POD Operations	Time	Initial
Regularly coordinate with POD Task Force Leader and other responding agencies to update on changes in response to incident		
Respond to requests/complaints from incident personnel regarding interagency issues.		
Relay any special information obtained to appropriate personnel		
Keep agencies supporting the incident aware of the incident status		
Monitor the incident to identify current or potential inter-organizational problems		
Maintain a list of all assisting agencies including their resource availability		
Document all actions, decisions, and interventions		

Demobilization	Time	Initial
Ensure return/retrieval of equipment and supplies and return all assigned equipment to Logistics Unit		
Submit comments for discussion and possible inclusion in the AAR as well as all documentation to the POD Task Force Leader		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents

- IAP
- ICS Form 214
- ICS organization chart

Tools

- Radio
- Position identification