

Check List – ICS AGENCY OFFICER

- 1. Obtain briefing from Incident Commander.
- 2. Act as the point of contact for agency representatives.
- 3. Maintain a list of assisting and cooperating agencies and agency representatives.
- 4. Assist in setting up and coordinating interagency contacts.
- 5. Keep the Incident Commander informed while monitoring incident operations to identify current or potential inter-organizational problems.
- 6. After receiving information from the Incident Commander, Liaison Officer will attend planning meetings, providing current resource status, including limitations and capabilities of agency resources.
- 7. Provide agency-specific demobilization information and requirements.
- 8. Report any hazards or unsafe practices to the Safety Officer for follow-up action and hazard abatement.