

| | |
|--|---------------------------------|
| TOWNSHIP FIRE DEPARTMENT CHAPTER 2: SUGGESTED OPERATING GUIDELINES | |
| Part 3: I.C.S. - Command Function Subject: Liaison Officer Page 1 of 1 Effective Date: 07-01-95 | Section: 2-3-3 Revised Date: |

- 3.01 Purpose. To define the basic functions and activity of the Liaison staff position.
- 3.02 Goal. To describe the command staff position for Liaison Officer. To coordinate the actions of assisting agencies through a person assigned to command staff.
- 3.03 Responsibility.
 - A) Provide a point of contact for assisting or coordinating agencies.
 - B) Provide lines of authority, responsibility and communication for assisting or coordinating agencies.
 - C) Provide for the safety of personnel of assisting or coordinating agencies.
- 3.04 When to activate position. The Liaison Officer is assigned when the size or complexity of the incident prevents Command from personally supervising the function. This function can be expanded by the addition of personnel who will report to the Liaison officer.
- 3.05 Agency Representatives. The representatives with whom Liaison interacts need to have decision making authority since delay of "going through channels" may have a negative effect on the needed coordination.
- 3.06 Reporting Point. Liaison must select a place for agencies to report, work, and to communicate with each other.
- 3.07 Radio Designation. The plain-language term, "Liaison" will designate this staff function. Whenever possible, face-to-face communications should be used in place of radios.