

## Liaison Annex

This annex explains the function and responsibilities of the Liaison within the Incident Command System (ICS).

### I. OBJECTIVE

- A. Serve as the point of contact for assisting agencies.
- B. Serve as the internal point of contact when organizational and procedural questions arise within the Emergency Management Structure.

### II. PHASES OF THE EMERGENCY

#### A. Before

During this phase, review the checklists for this position. Any weaknesses in them shall be corrected through the Office of Emergency Services.

#### B. During

##### 1. Warning phase

This phase could begin with a warning such as the forecast of a flood or an international crisis which could lead to war. During the warning phase, contact staff and have them review their responsibilities.

##### 2. Impact Phase

Mobilize staff and use the checklists to guide your actions.

#### C. After (Recovery)

Continue to coordinate the activities of the Liaison until all personnel have returned to normal operations.

### III. ORGANIZATION AND RESPONSIBILITIES

Within CS, the Liaison Officer reports to the Director of Emergency Services and should work closely with the other Management personnel.

When a disaster occurs, the Liaison Officer will:

- A. Serve as a contact point for requests to and from assisting agencies. This duty may be delegated to a position in
- B. another Section, as appropriate. For example, the power company could contact the Public Works Unit Leader (Operations Section) directly.
- C. Serve as an internal contact point when organizational and procedural
- D. questions arise, directing people to the correct Section Chief or setting a
- E. procedure if one is needed.
- C. Keep the Director of Emergency Services informed of Liaison activities.