

DEMONSTRATE THE ABILITY TO COORDINATE EXTERNAL AGENCY ACTIVITIES

CONDITIONS

You are a new/old member on a mission, and have been assigned as the Agency Liaison for a CAP lead mission.

OBJECTIVES

1. Understand the role of the Agency Liaison.
2. Demonstrate the ability to coordinate the activities of other agencies.

TRAINING AND EVALUATION

Training Outline

1. Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Agency Liaison (AL) position on the Command Staff. The AL is the primary contact point between the lead agency for an incident and any participating agencies.

a. The AL is the point of contact for Agency Representatives.

b. The AL needs to maintain a list of assisting and cooperating contacts and assist in setting those contacts. The agency representatives may not be located at the Command Post throughout the Incident, or may be on standby if needed.

c. The AL must monitor incident operations to identify current or potential inter-agency problems.

d. The AL must participate in Planning Meetings and provide current resource status including limitations and capabilities of agency resources.

e. Assist in working any agency demobilization needs.

2. The AL not only represents assisting agencies at planning meetings, but must also ensure that information is fed back to those agencies as necessary. A good two-way flow of information is essential.

a. Once agency representatives have checked in and their capabilities have been identified, the AL will ensure that the resource information is passed to the Planning Section. It is also important to make sure that those agencies are kept abreast of any mission requirements, and of the status of the mission.

b. Advise agencies that have resources engaged or on standby if demobilization is being considered or if the resource is no longer required.

c. If the situation permits, introduce the agency representatives to the IC and the mission staff as appropriate.

Additional Information

More detailed information on this topic is available in ICS training manuals and the CAP Mission Staff Reference Manual.

Evaluation Preparation

Setup: Select a mission scenario that involves multiple agency participation. This may work best on a tabletop training exercise. The scenario must be one that CAP is the lead agency. Identify what agencies might likely be involved in supporting CAP. Red Cross may be supporting food, the Sheriff may be helping with ground assistance, Coast Guard Auxiliary with boats, County EMA, etc.

Brief Student: You will be representing your self as the Agency Representatives of the participating agencies.

Evaluation

Performance measures

Results

1. Did the AL collect the contact information?	P	F
2. Did the AL determine what the agency capabilities are?	P	F
3. Was the AR introduced to the staff as appropriate?	P	F
4. Did the AL keep the agencies informed as the situation changed?	P	F
5. Did the AL advise resources that were not needed or that demobilization was being considered?		
	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.