**Family Liaison**

**Position Checklist**

**FAMILY ASSISTANCE CENTER**

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

* Obtain briefing from Site Manager or your Supervisor
* Review incident objectives and recommended strategies.
* Review/determine status of current tactical assignments.
* Review current organization, location of resources, and assignments.
* Work with Site Logistics Lead to determine location of available supplies and equipment.
* Review applicable reference materials for your position, including plans, annexes, Field Operation Guides and Standard Operating Procedures, and any forms needed
* Determine which operational groups/units report to you and brief those staff.
* Assist with set-up of area as needed.
* Follow Family Liaison Standard Operating Procedure (SOP). Ensure Family(ies) you are assigned to are provided information, support, and access to necessary resources.
* Ensure your Supervisor is kept informed on your activities and any resources you need to perform your job.
* Document key actions, decisions, and communications on ICS Form 214. Complete an end of shift report for incoming Ops Chief, including key activities and pending issues. Ensure documents are also forwarded to the Planning Section for incident filing.
* Brief oncoming Site Operations Lead at change of shift.
* Participate in site demobilization/clean up.