

## AGENCY REPRESENTATIVE JOB AID

**Position:** Agency Representative

**Section:** To be determined in consultation with the Liaison Officer

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**Mission:**

An agency representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters effecting that agency's participation at the incident. Agency Representatives include, but are not limited to, a person representing emergency social services, a fire department, local government emergency coordinator, public works, telephone company, or non-government organization (e.g., environmentalist groups). Agency representatives report to the liaison officer.

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**Duties:**

- Check in at the incident command post.
  - Complete check-in documentation.
  - Obtain briefing from the Liaison Officer or his/her designee.
  - Establish working location as directed by the LO or his/her designee.
  - Provide names, positions and contact phone numbers of supporting personnel from your agency (e.g., communications officer).
  - Attend planning meetings as required, and provide input on use of agency resources.
  - Oversee the equipping and safety of agency personnel assigned to incident.
  - Advise the LO of any special agency needs or requirements.
  - Ensure that all agency personnel and/or equipment is properly accounted for and released prior to departure.
  - Ensure that all required agency forms, reports, and documents are completed prior to your departure from the incident.
  - Debrief with the LO or his/her designee prior to departure.
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