

AGENCY REPRESENTATIVE (AREP)

The SECC Agency Representative (AREP) is the single point of contact between a supporting agency and the SECC. The SECC Incident Commander will determine the need for specific agency representatives based on the incident situation. A primary responsibility is to provide information on any response and recovery activities managed from their respective agency command centers.

The SECC Agency Representative:

- Serves as the single point of contact for an agency activated to provide assistance to the SECC.
- Provides recommendations on response, relief, and recovery activities based on their unique experience and agency expertise.
- Provides logistics resources when able to support SECC activities either from in-house assets or through existing contracts.
- Participates in Planning Meetings and assists in the formulation of the Incident Action Plan.
- The SECC Agency Representatives report to the SECC Liaison Officer if assigned, otherwise to the SECC Operations Section Chief.
- The SECC Liaison Officer is responsible for managing the Agency Representatives and/or Liaisons.

Duties

- Reports to SECC Liaison Officer. Obtain briefing on arrival.
- Represents their agency in the SECC for all incident related agency actions.
- As requested, participates in planning cycle meetings and provides operational inputs to the Incident Action Plan (ICS 204 and others).
- Coordinates use of agency specific resources and contracts when needed.

- Forms used (or contribute to):
 - ICS 203 Organization Assignment List
 - ICS 204 Assignment List
 - ICS 207 Organization Chart
 - ICS 209 Incident Status Summary
 - ICS 211 Incident Check-In List
 - ICS 214 Unit Log
 - ICS 221 Demobilization Checkout
 - DHS&EM After-Action Comment Form

Event Task List

Immediate Actions:

- Report to; obtain briefing and any special instructions from SECC Liaison Officer.
- Coordinate with supporting agency command centers or management to provide a situation update and any known SECC immediate needs.

Daily Actions:

- Provide Operate Agency Liaison work stations.
 - Monitor event activities, update electronic records, provide information flow between the SECC and agency decision makers.
 - Advise SECC Liaison Officer of any special agency needs or requirements.
- Provide an agency situation update briefing to the Situation Unit Leader daily or more frequently as information changes.
- Participate in planning meetings.
 - Assist Operations and Plans Section in developing the Incident Action Plan.

- Assist in sourcing agency resources that can assist in response and recovery activities.
 - Provide updates on their agency activities supporting the event.
- Assist the Operations Section in reviewing and validating resource requests from the local incident team and/or deployed SECC personnel to determine if their agency can provide the resource. (Note: in addition to existing State resources, many agencies have contracts with vendors for services useful to the SECC such as: air operations, road construction, contracting/engineering services, environmental and spill response services, and so on.)
- Make recommendations regarding mutual aid requests to other State, Federal and Local agencies.
- Brief replacement/turnover staff as required.
- Complete Unit Logs and provide to Documentation Unit daily (ICS Form 214).

At Conclusion of the Event:

- Complete an After-Action Comment form prior to demobilization (DHS&EM After-Action Comment Form).
- Participate in an event Hotwash as soon as feasible with SECC Staff to review comments and recommendations.