

**DISTRICT OF COLUMBIA
FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT**

BULLETIN NO. 102

July 2018 (New)

Terrorism Liaison Officer

Purpose

The Terrorism Liaison Officer (TLO) is a D.C. Fire and Emergency Medical Services Department (Department) operational position. The purpose of this position is to increase operational awareness and response knowledge of terrorism incidents for frontline firefighters and EMTs.

Description

A Terrorism Liaison Officer is an individual that functions as the in-station principle point of contact for matters related to terrorism response and training information. Each fire station will have one (1) TLO which is appointed by the company Captain; double houses will have one (1) TLO that will cover both companies in the firehouse. The TLO attends meetings and receives terrorism training and information from the Washington Regional Threat and Analysis Center (WRTAC), and other local entities engaged in terrorism intelligence or investigations. The TLO then educates others within his or her firehouse. TLOs are a vital link in keeping those engaged in operations aware of current terrorist tactics, techniques, and practices. Through the diligent performance of their duties, firefighters and EMTs are alerted to terrorism indicators and warnings that might otherwise go unreported. TLOs raise the level of prevention and preparedness within our Department and better prepare firefighters to deal effectively with the threat of terrorism.

General Responsibilities

- Promote and increase the sharing of materials related to terrorism published by the WRTAC.
- Acts as the source person for internal inquiry of terrorism-related SOGs.
- Acts as the person who conducts, coordinates, and facilitates inter-departmental training regarding terrorism and terrorist-related subjects.
- Conducts training for their company outside of their regularly scheduled tour of duty one drill with each platoon every three months.
- Tracks members who have been trained in terrorism response SOGs.
- Attends quarterly meetings of all the TLOs within the Department.
- Attends training as necessary related to the TLO program.

TLO Company Training Responsibilities

Each TLO will perform monthly training with each platoon within their respective firehouse. The training subject schedule will be set by the Terrorism Liaison Officer coordinator and will be uniform Department-wide.

The training will be designed to be a one (1) hour drill to be held within the firehouse one (1) drill every three months with each platoon.

This training schedule will ensure that all platoons are receiving the same adequate training. These drills will include, but are not limited to, the following:

- EMS Operations Bulletin No. 1, Mass Casualty Incidents
- EMS Bulletin No. 9, Active Assailant/Shooter
- SOG Metro HAZMAT/CB-EMIS Incident
- HAZMAT Bulletin No. 2, WMD Incidents
- HAZMAT Bulletin No. 3, SOG for Bombing Incidents
- HAZMAT Bulletin No. 4, Radiological Guidelines
- HAZMAT Bulletin No. 12, “GO BAGS”
- Bulletin No. 11, Awareness and Reporting Suspicious Activity
- SAR Reports
- WRTAC
- “Fire Watch” folder
- Any other SOGs related to terrorism incidents
- An operational case study from WRTAC
- Tabletop exercises on terrorism-related incidents
- Hands-on drills related to terrorism responses

Training of New Members

The TLO of each house will be responsible, with the company officers, to train any new probationary members appointed to the companies within the house in terrorism-related operations. They shall bring said member up to date with the SOGs related to terrorism incident response as soon as possible; this shall be done in coordination with the platoon commander of said probationary member.

Training for TLOs

TLOs are required to attend an initial eight hour train-the-trainer course when they are first appointed as a TLO. They must attend bi-annual training of approximately three hours to maintain their position as a TLO.

Additional Responsibilities

The TLO will receive information from the WRTAC regularly, related to terrorism response. The TLO will be responsible for disseminating this information within their respective companies. They will keep accurate records of all training conducted and members that have attended. TLOs will ensure that all members of their company are aware that they are the primary point of contact for terrorism-related training, SAR questions (not reporting), current terrorism events, and information releases from the WRTAC, and will be readily available to assist members in these areas.

Accounting and Scheduling

The TLO position will require that members report to the firehouse on their days off to conduct training on each shift. This training must be scheduled through the Captain of the house and approved through the chain of command to the DFC-SPOPS.

All scheduled hours will be entered into Telestaff. Members working overtime in conjunction with this program shall use the Peoplesoft combo code 000107994 – Operations Training – Instructor Overtime. Overtime will be approved on an hour for hour basis.