

## **Family Liaison Coordinator Suggested Initial Actions**

- FLC to prepare FLO Strategy on behalf of the SIM
- Complete Risk Assessment (for each family) including Family tree for each family to inform risk
- Prepare Briefing Note (if other forces involved)
- MOU job specific for any other agency involved (i.e. AAIB, Health and Safety Local Authority etc)
- Establish location of MIR/Exhibits to be taken to
- Establish who will support SIM for Gold group Family Liaison actions
- Establish FLO deployment matrix
- Establish Ante Mortem Collection matrix
- Commence FLC log book
- Link into MIR and CB to set out FLO tasking structure (via SIM)
- Discuss with SIM/SIO how sympathy/condolence messages/cards will be distributed to family of said incident
- Link into Coroners officer (and notify of any NOK issues)
- Link into UKDVI/FCO if abroad
- Agree level of information to be shared with families
- Agree quality assurance of Ante Mortem collected in consultation with the SERM
- Establish Scene visit criteria and liaise with SERM
- Attendance at ID Commission

- Source Ante Mortem collection packaging and associated paperwork (see checklist attached) (including whether electronic log FLO log books will be used and how they will stored)
- Ensure sufficient FLO'S and FLC'S for sustained deployment (and to flag up any resilience issues as a matter of urgency to SIM)
- Ascertain support agencies and any multi agency support needed (i.e. health, Social Services, etc)
- Procure sufficient working area for FLO'S
- FLC to communicate with the supervisors of the deployed FLO'S to inform them of the commitment and longevity of the deployment (This will be an ongoing responsibility)
- Ascertain SIM Questions
- Ascertain Ante Mortem number
- Establish Identification Criteria
- Establish Victimology Criteria
- Establish HTA considerations and legal issues for any incidents abroad
- Establish Media considerations
- Establish Grade 1 missing persons details i.e. missing person report
- Establish HOLMES actions for each missing person and Actions (in order to keep the tasking and co-ordination of FLO deployment running smoothly)
- Establish Generic e-mail address for those officers that are out of force which ensures that correspondence is dealt with promptly in anyone's absence
- Ensure all Ante mortem forms and exhibits are quality assured, completed and signed (including HTA, Death notification and actions signed and returned into MIR)
- Establish Workload and hours of duty/Days off for FLOs

**FLC to task FLO to obtain Ante Mortem Material as applicable;**

- Photos (one smiling and one for media release if needed)
- Obtain Dental consent
- Obtain Original dental records

- Identify and obtain and secure DNA material and latent fingerprints material
- Obtain Medical consent
- Obtain Medical records
- Obtain Ante Mortem exhibits items as per FLO strategy
- complete Ante Mortem form as a matter of urgency (and Family Tree, with any health or sensitive issues to be immediately flagged for attention and update to risk assessment)
- Sign FLO strategy
- Complete Victimology statement (consideration for 5 part structure hand-out to be given)
- Obtain Fingerprints from family (if needed)
- Obtain DNA from family (as per FLO strategy)
- Contribute to risk assessment
- Complete Death notification to Coroner (if force incident) and any identification statement taken (unless ID through DNA)