

# LIAISON OFFICER CHECKLIST

**LIAISON OFFICER** – During an Incident, complete this form as you implement tasks assigned to you by the Incident Commander.

Your name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Check-in to IC: complete \_\_\_\_\_ delayed \_\_\_\_\_ unable \_\_\_\_\_

**Tactical Plan:** Evacuate Building \_\_\_\_\_ Evacuate and close campus \_\_\_\_\_

Shelter in place \_\_\_\_\_ Lockdown \_\_\_\_\_ Other \_\_\_\_\_

Divisions / Buildings Affected: All \_\_\_\_\_

List locations \_\_\_\_\_

Time	Agency	Contact Name	Phone/ radio	Status - Notes