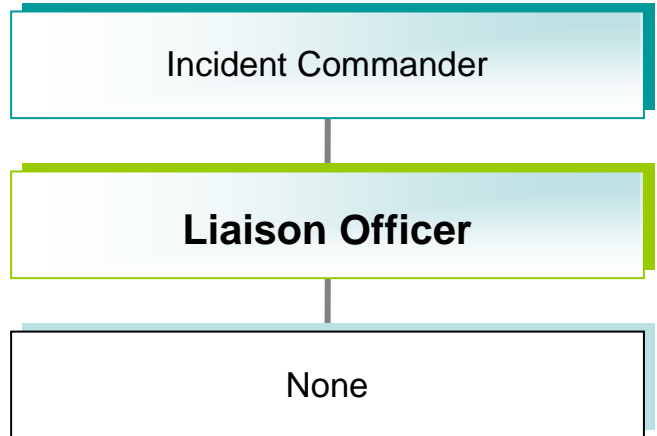


LIAISON OFFICER RESPONSIBILITIES

LIAISON OFFICER – The Liaison Officer assists the IC by communicating with outside agency representatives who are helping support the incident response. Liaison Officer reports to the IC and is the point of contact between the IC and outside agency leadership. As directed by the IC, the Liaison Officer will provide briefings to and answer questions from supporting agencies. The Liaison Officer will report information to the IC from supporting agencies.



Complete	Liaison Officer Major Responsibilities
	Upon notification of Emergency Response implementation, pick up cache of supplies and checklist
	Report to the EOC and check in with the IC. Receive briefing regarding status of emergency and planned response.
	Assist other members of the Command Staff to record a timeline of events, decisions and major communications.
	Learn which outside agencies have responded to the incident and identify the appropriate point of contact for each agency.
	Stay informed of the progress of the incident response and be prepared to provide information to or request information from supporting agencies as directed by the IC.
	At the time of an "All Clear," communicate to contact personnel from all agencies.
	Request de-briefing information as appropriate from supporting agencies.
	Debrief as directed.
	Submit completed activity checklist to the IC.