

Liaison Officer

Responsibilities

I. Preparation

- Have a good working knowledge of local EOC and ICS structures, policies, and procedures
- Learn what area agencies and organizations might assist in an event, and what their roles, responsibilities, and needs would be

II. Response

- Report to EOC upon notification
- Act as the point of contact for assisting or coordinating agencies and organizations
- Ensure lines of authority, responsibility, and communications
- Resolve interagency conflicts
- Work with private contractors and organizations to address needs

III. Recovery

- Same as response

NOTE: Remember that people will be tired and frustrated. Do your best to be the level headed and patient point of contact.