



Fixed EOC Liaison Officer Responsibilities:

Reviews the EOC Common Responsibilities Checklist
Coordinates external agency representatives assigned to the EOC
Serves as the point of contact for incoming agency representatives
Serves as an advisor to the EOC Manager and Section Chiefs related to outside agency coordination

Reports to:

EM Director/EOC Manager

Supervises:

N/A

Activation Phase:

- Initiates position log on WEBEOC
- Obtains situation status and response priorities from EOC Manager
- Ensures registration procedures are established for outside agencies working within the EOC

Operational Phase:

- Maintain an overall vision of safety during all processes.
- Maintains position log on WEBEOC
- Provides external agency representatives' information to the Planning Section to assist in the development, updating and implementation of EOC Incident Action Plans (IAPs)
- Ensures that communication is established and maintained with appropriate external agency representatives
- Ensures an updated contact list of external agency representatives is available
- Ensures operational priorities and objectives identified in EOC IAP are communicated to external agency representatives
- Forwards approved EOC situation reports to external agency representatives

Demobilization Phase:

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to Documentation Unit Leader
- Notifies external agency representatives in EOC of the planned demobilization

Unique resources required:

- N/A