



On-Scene Liaison Responsibilities:

Reviews the EOC Common Responsibilities Checklist

Observes Incident Command activities and provides information to EOC on incident status and predictions for future evolution

Maintains regular communications with EOC Manager and responds to requests for information

Reports to:

EM Director/EOC Manager

Supervises:

N/A

Activation Phase:

- Maintain an overall vision of safety during all processes.
- Initiates position log in WEBEOC
- Reports to incident scene or communications center, wherever the incident progress can best be observed
- Reports arrival on scene to EOC Manager
- Begins collection of incident data
- Communicates initial incident information to EOC:
 - Magnitude and potential of the incident
 - Political, environmental and economic constraints
 - Facilities established
 - Priorities, limitations, constraints and objectives
 - Command structure (single or unified)
 - Operational period and start time
 - Agencies and jurisdictions involved
 - Information on committed and limited resources
 - Media interests and public messaging
 - Incident investigation
 - Locations of all incident facilities (helispots, IC location, etc.)
- Obtains most recent incident information, verifies accuracy and currency of reports
- Recommends the activation of required ESFs/Sections

Operational Phase:

- Maintains position log in WEBEOC
- Provides situation updates until notified by EOC Manager that sufficient ESFs/Sections have arrived at the EOC to communicate with incident personnel
- Ensures that Incident Command personnel have contact information for EOC personnel

Demobilization Phase:

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the Documentation Unit Leader

Unique Resources Required:

- Cell phone
- Radio
- Vehicle (preferably with lights/siren)