



SCEMD Regional EM Liaison Officer Responsibilities:

Responsibilities:

Reviews the EOC Common Responsibilities Checklist
Interacts with other government and elected officials on behalf of the
Emergency Management Director
Serves as a member of the Policy Group

Interfaces with/Liaises with:

Emergency Management Director/Manager

Supervises:

N/A

Activation Phase:

- Initiates position log in WEBEOC
- Engages in event briefings from the EOC Manager
- Participates in EOC Shift Briefing
- Notifies elected leaders of the emergency and provides a summary of events and mechanism for on-going communications

Operational Phase:

- Maintains position log in WEBEOC
- Develops and maintains a communication plan to regularly and frequently update elected officials and other government leaders whose constituents are among those impacted by the event
- Communicates current conditions to elected officials in consultation with the Policy Group and Director of Emergency Management
- Serves as primary point of contact for local elected officials and other government leaders
- Provides informative communication between the Director of Emergency Management and local elected and government officials
- Ascertains and reports any unmet needs identified by elected officials or other government leaders

Demobilization Phase:

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the Documentation Unit Leader
- Communicates the demobilization plan to all affected elected officials and government leaders
- Provides a final briefing to elected officials and other government leaders that includes

a mechanism for follow-up communication if required

Unique Resources Required:

N/A