

Liaison Officer Job Action Sheet

The objective of the Liaison Officer is to coordinate communication between the local Emergency Operations Center, the District Emergency Operations Center and any other community partners.

Qualifications: Working knowledge of POD Operations and plans.

Reports to: POD Manager

Note: Refer all media inquiries to the designated Public Information Officer.

Immediate Actions

- Arrive at assigned site 2.5 hours prior to start time and check in.
- Wear proper ID/vest.
- Assist with set up of POD staff sign-in.
- Receive briefing from POD Manager.
- Read this Job Action Sheet thoroughly.
- Review POD Manual

Continuous Actions

- Advises the POD Manager of resources available from the community.
- Coordinates information with the PIO and/or JIC.
- Advises the POD Manager of concerns or requests regarding the specialized groups with whom coordination may be needed.
- May be asked to provide technical advice.
- Listen for and correct rumors.
- All staff will keep appropriate logs and records regarding tasking, requests made and received, activities, actions taken and communications.
- Assist the Logistics Section Chief in the coordination of needed supplies.

Final Actions

- Brief on-coming Liaison Officer.
- Participate in staff debriefing session.
- Sign-out and turn in equipment in designated area.