

## Liaison Officer

### Responsibilities

- Reports to EST Manager.
- Functions as primary incident interagency contact person for MPD, FEMS, DOC, and other organizations.
- Relays information to LEA EST staff.
- Relays information to the district PTA president.
- Relays information to the District Advisory Board chairperson.
- Relays information to the EOM.
- Relays information to site leader(s), principal(s) of affected school(s).

### Immediate Actions (initiated within first hour of the emergency)

- \_\_\_ Checks in upon arrival with EST Manager.
- \_\_\_ Wears position identification badge.
- \_\_\_ Obtains briefings on the current situation.
- \_\_\_ Reviews LEA emergency organizational charts to determine appropriate contacts and message routing.
- \_\_\_ Attends status/action plan meeting convened by EST Manager.
- \_\_\_ Establishes and maintains communications with PIO.
- \_\_\_ Secures incident information to address agency inquiries, such as the EOC.
- \_\_\_ Establishes contact with Liaison Officers of each cooperating agency, such as the EOC.
- \_\_\_ Ensures Liaison Officers receive updates on incident development and changes to LEA emergency response.
- \_\_\_ Adopts proactive attitude. Thinks ahead. Anticipates situations and problems before they occur.

### Intermediate Actions (normally taken after 1st hour of emergency and over next four–six hours)

- \_\_\_ Requests assistance, information through other agencies (e.g., MPD, DOH, FEMS) as needed.
- \_\_\_ Confers with Section Chiefs as necessary to update other involved agencies (e.g., HSEMA, EOC).
- \_\_\_ Apprises EST Leader of changes in emergency response by other agencies (e.g., deactivation of EOC).

### Extended Actions (if emergency lasts longer than eight hours and/or emergency is declared over)

- \_\_\_ Advises other agencies when the EST Leader concludes LEA emergency response. However, long-term recovery and/or salvage efforts may continue. This information is transmitted to other agencies involved in the recovery process.