**LIAISON OFFICER CHECKLIST**

Responsible for: Assisting and cooperating with agency representatives from outside agencies, including other governments, private organizations or voluntary organizations.

###### Reports to: the **EOC Manager**

#### DATE OF ACTIVATION: \_\_\_\_\_\_\_\_\_\_\_\_ REASON FOR ACTIVATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Completed or N/A** | **By (initials)** | **Time** | Item |
|  |  |  | Assumed responsibilities of the Liaison Officer. |
|  |  |  | Developed list of all outside agencies involved in the response (those beyond normal municipal responders). |
|  |  |  | Established contact with outside agencies and made self available for liaison with each outside agency. |
|  |  |  | Coordinate intergovernmental cooperation. |
|  |  |  | Identified location for agency representatives from outside agencies to work in or near the EOC. |
|  |  |  | Identified and attempted to resolve problems or complaints arising between agencies involved in the response. |
|  |  |  | Incorporated lessons learned during emergencies or exercises into the existing plan and procedures. |