



Liaison Officer

You Report To: MACE Manager

Mission: Receive incoming requests from agencies, municipalities, and sites.

Immediate:

Action	Completed
At initial briefing, identify resources required for section operations.	
Establish communication with local EOCs and site Command Centers	

Intermediate:

Action	Completed
Receive incoming requests from agencies, municipalities, and sites	
Receive incoming status reports from agencies, municipalities, and sites	
Complete incident reports and forward to Planning Chief <ul style="list-style-type: none"> ○ Name of caller ○ Contact number ○ Site information ○ Description of incident ○ Resources requested 	
Ensure all documents and reports are complete for section and submitted appropriately. <ul style="list-style-type: none"> ○ Incident reports ○ Unit Logs and General Messages to MACE Manager. 	

Extended:

Action	Completed
Update and train replacement	