



## Liaison Officer

**You Report To:** Incident Commander

**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"> <li>○ Name of caller</li> <li>○ Contact number</li> <li>○ Site information</li> <li>○ Description of incident</li> <li>○ Resources requested</li> </ul>	
Ensure all documents and reports are complete for section and submitted appropriately. <ul style="list-style-type: none"> <li>○ Incident reports</li> <li>○ Unit Logs and General Messages to Incident Commander.</li> </ul>	

### Extended:

Action	Completed
Update and train replacement	