
Liaison Annex

CHECKLIST FOR ALL DISASTERS

(There is no set order to these checklist items.)

Started/Completed

Notes

Before an Emergency

- Review Liaison responsibilities and the Emergency Plan.
- Ensure staff is trained in their responsibilities.
- Make sure call-up lists are up to date.

During an Emergency

- Obtain a briefing from the Director of Emergency Services
- While in the EOC, identify yourself according to EOC Standard Operating Procedures.
- Maintain an Activity Log.
- Provide a point of contact for assisting agencies.
- Respond to requests from within the Emergency Management structure on procedural and organizational issues.
- Suggest changes to the DES to offset procedural or organizational problems.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Appoint and brief staff, as needed.
- Review this Emergency Plan.
- Consult and collaborate with Section Chiefs.
- Attend meetings as necessary.
- Keep the Director of Emergency Services advised of Liaison operations.

After an Emergency

- Secure the Public Information telephone lines such that callers are directed to a live contact.
- Forward all activity reports to the DES.
- Participate in the debriefing.
- Make suggestions for corrections or changes to the Liaison Annex.

Liaison Annex
