

CONFIDENTIAL EMERGENCY ASSIGNMENT DUTIES CHECKLIST

Department of Education		
<u>EOC LIAISON OFFICER</u>		
<u>May assign assistant liaison officers as needed</u>		
NAME	PHONE #	RADIO #
LOCATION: Emergency Operations Center (EOC)		
SUPERVISED BY: INCIDENT COMMANDER		
EMERGENCY TYPE		
SUBORDINATES		
TITLE	NAME	PHONE/RADIO
Assistant Liaison Officer		
SUGGESTED EQUIPMENT		
*Office Supplies	* Department of Education Emergency Plan (DEEPLAN)	
* Identification VEST	*Radios	*Telephones
*Cellular Telephones	*Resource Lists	*Applicable Forms and Logs
PRIMARY DUTIES		
The person designated by the Incident Commander responsible for coordinating with representatives from cooperating and assisting agencies. Assists the Incident Commander by serving as the point of contact for other response organizations participating in the operation		
DUTY CHECKLIST		
	Time	Initials
Establish contact with the Incident Commander for an initial briefing		
Assist and advise the Incident Commander on the application of the DEEPLAN		
Initiate and Emergency Log and Assignment Roster to record essential information		
Identify mutual aid agreements between the Department of Education and other facilities and activate as directed by the Incident Commander		
Make contact with cooperating agency liaisons		
Provide briefings to other agencies involved in the operation/emergency		

