

Agency Representative

Position Log

Incident Name		Date Prepared	
Name		Contact #	
Shift Start		Shift End	Op Period

Functional Checklist

Organization	Management Section (Command Staff)
Primary	Various governmental and appointed representative partners invited to Morongo EOC
Potential Alternate(s)	
Supervisor	Liaison Officer (organizationally)
Overview	<ul style="list-style-type: none"> ● Agency Representatives should be able to speak on behalf of their agencies acting as a liaison between their agencies and the Morongo EOC ● Agency Representatives may facilitate requests to or from their agencies, but normally do not directly act on or process resource requests ● Agency Representatives are responsible for obtaining situation status information and response activities from their agencies for the EOC
Description	Agency Representatives are an important and integral part of a coordinated response and recovery effort.
Responsibilities	<ol style="list-style-type: none"> 1. Represent government or agency in assisting Morongo EOC operations. 2. Provide subject matter expertise and potential resource solutions. 3. Facilitate agreements for mutual support.
Forms and Job Aids	○

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Checklist - Activation Phase	<ul style="list-style-type: none"> ○ Upon arrival at the EOC check in at the designated check in location. ○ Identify yourself as an Agency Representative and what agency (Red Vest - blank inserts available). ○ Check in with the Liaison Officer and clarify any issues regarding your authority and assignment, including the functions of other representatives from your agency (if any) in the EOC. ○ Establish communications with your home agency; notify the Logistics Section Communications Unit and the Liaison Officer of any communications problems. ○ Unpack any materials you may have brought with you and set up your assigned station, request through the Liaison Officer and/or Logistics to obtain necessary materials and equipment. ○ Obtain an EOC organization chart, floor plan, and telephone list from the Liaison Officer. ○ Contact the EOC sections or branches that are appropriate to your responsibility; advise them of your availability and assigned work location in the EOC.
Checklist - Operational Phase	<ul style="list-style-type: none"> ○ Establish and maintain a position log that chronologically describes your actions taken during your shift. ○ Facilitate requests for support or information that your agency can provide. ○ Keep current on the general status of resources and activity associated with your agency. ○ Provide appropriate situation information to the Planning/Intelligence Section. ○ Represent your agency at planning meetings, as appropriate, providing update briefings about your agency's activities and priorities. ○ Keep your agency leadership informed and ensure that you can provide agency policy guidance and clarification for the Morongo EOC as required. ○ On a regular basis, inform your agency of the EOC priorities and actions that may be of interest. ○ Maintain logs and files associated with your position.

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Checklist - Demobilization Phase	<ul style="list-style-type: none">○ When demobilization is coordinated through the Liaison Officer or by the EOC Manager, contact your agency and advise them of expected time of demobilization and points of contact for the completion of ongoing actions or new requirements.○ Ensure that you complete all final reports, close out your activity log, and transfer any ongoing missions and/or actions to the Liaison Officer or other appropriate individual.○ Provide input during hot wash and after action meetings.○ Clean around your work area before you leave.○ Ensure copies of all documentation generated during the operation are submitted to the Planning Section.○ Provide an agency point of contact.
Checklist - Recovery Phase	<ul style="list-style-type: none">○ Be willing and able to provide follow-up activities in support of Morongo Recovery Operations.○ Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.