

Position Log

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

Functional Checklist

Organization	Management Section (Command Staff)
Primary	Tribal Operations Administrator
Potential Alternate(s)	Education Administrator Social Services Administrator Tribal Elders Director
Supervisor	EOC Manager
Overview	<ul style="list-style-type: none"> ● Maintains coordination and assignments with federal, state, and local government and non-profit agencies and organizations ● Coordinate activities of Agency Representatives ● Coordinate emergency staff communications with families
Description	Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position. Only one Liaison Officer will be assigned to the EOC. The Liaison Officer may have assistants as necessary to assist activities with supporting Agency Representatives. A separate checklist is established for agency representatives.
Responsibilities	<ol style="list-style-type: none"> 1. Oversee all liaison activities, including coordinating outside agency representatives assigned to (reporting to) the EOC and handle requests from other EOCs for Morongo EOC agency representatives. 2. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed. 3. Ensuring that position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan is provided to Agency Representatives upon check-in. 4. Provide orientations for VIPs and other visitors to the EOC. 5. Ensure that demobilization of liaison activities and supporting agencies is accomplished when directed by the EOC Director.
Forms and Job Aids	<input type="radio"/>
Checklist - Activation Phase	<ul style="list-style-type: none"> <input type="radio"/> Upon arrival at the EOC check in at the designated check in location. <input type="radio"/> Identify yourself as the Liaison Officer (Red Vest). <input type="radio"/> Check in with the EOC Manager and receive a brief. <input type="radio"/> Check in with any Agency Representatives.

<p>Checklist - Operational Phase</p>	<ul style="list-style-type: none"> ○ Establish and maintain a position log that chronologically describes your actions taken during your shift. ○ Contact Agency Representatives already on-site, ensuring that they: <ul style="list-style-type: none"> ○ Have checked into the EOC ○ Are provided an Agency Representative Checklist ○ Understand their assigned functions ○ Know their work locations ○ Understand EOC organization and floor plan ○ Determine if additional representation is required, consider: <ul style="list-style-type: none"> ○ Other governments (tribal and non) and agencies ○ Volunteer organizations ○ Private organizations ○ Utilities not already represented ○ Establish and maintain an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC. ○ Assist the EOC Manager in conducting regular briefings for the Interagency Coordination Group and with distribution of the current EOC Action Plan and Situation Report. ○ Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly. ○ Maintain a roster of agency representatives located at the EOC. Roster should include assignment within the EOC (Section or Interagency Coordination Group). Roster should be distributed internally on a regular basis. ○ Coordinate communication efforts for employees supporting emergency operations to get in touch with family members.
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Checklist - Demobilization Phase	<ul style="list-style-type: none">○ Deactivate your assigned position and close out logs when authorized by the EOC Manager.○ Release agency representatives that are no longer required in the EOC when authorized by the EOC Manager.○ Complete all required forms, reports, and other documentation. Submit all forms through your supervisor to the Planning Section, as appropriate.○ Be prepared to provide input to hot wash and the after-action report.○ If another person is relieving you, ensure you conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.○ Clean around your work area before you leave.○ Leave contact information.○ Ensure copies of all documentation generated during the operation are submitted to the Planning Section.○ Provide your contact information.
Checklist - Recovery Phase	<ul style="list-style-type: none">○ Participate as required in the Recovery Operations Annex to the Emergency Operations Plan.○ Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.