Emergency Operations Center (EOC) Skillset: SEOC Liaison

Task Category:
SEOC Liaison Activation Phase Checklist
SEOC Liaison Operational Phase Checklist

Task Categories: Complete SEOC Liaison Activation Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
1. Complete the tasks outlined in the Activation Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Categories: Complete SEOC Liaison Operational Phase Checklist

2. Oversee all liaison activities, including coordinating with outside agency representatives assigned to the SEOC and handling requests from other EOCs for West Virginia representatives.	C, E, F, I, T, A		
3. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.	C, E, F, I, T, A		
4. Ensure position-specific guidelines, policy directives, SITREPS, the appropriate SEOC IAP or EAP are provided to agency representatives upon check-in.	C, E, F, I, T, A		
5. In coordination with the SEOC Director, provide orientations for VIPs and other visitors to the SEOC or incident scene with approval of the On-scene Incident Commander.	C, E, F, I, T, A		