

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

**Job Description
LIAISON OFFICER**

Position Assigned To: _____
You Report To: _____ (Emergency Commander)

MISSION: Functions as an incident contact person for representatives from other agencies/hospitals.

- Immediate
- ___ Receive appointment from Emergency Commander.
 - ___ Read Job Description and put on position tag.
 - ___ Obtain briefing from Emergency Commander.
 - ___ Review community agency list to determine agencies to be contacted.
 - ___ Maintain communication with Caddo/Bossier Office of Homeland Security and Emergency Preparedness as they can coordinate transport of patients to other facilities.
 - ___ If an evacuation has been authorized by the Emergency Commander, maintain contact with Shreveport Public Safety Officers (fire and police) to ensure coordination of off-campus patient transportation.
 - ___ Request ham radio operator from call list. (See attached)
 - ___ Obtain information to provide outside agencies as appropriate, upon request. The following information should be gathered for distribution:
 - The number and type of patients that can be received and treated.
 - Any current or anticipated shortage of personnel, supplies, etc.
 - Current condition of hospital structure and utilities (hospital's overall status).
 - Number of patients to be transferred to another hospital.
 - Any resources which are requested by other facilities (i.e., staff, equipment, supplies).
- Intermediate
&
Extended
- ___ Request assistance and information as needed from outside agencies/hospitals.
 - ___ Supply casualty data to the appropriate authorities; prepare the

following minimum data:

- Number of casualties received and types of injuries treated.
- Number hospitalized and number discharged to home or other facilities.
- Number dead
- Individuals casualty data: name of patient; seriousness of injury or condition. (Red Cross)

___ Document all actions/decision with a copy to Emergency Commander.

___ Observe and assist staff who exhibit signs of stress and fatigue. Provide for staff rest periods and relief.

___ Direct non-utilized staff to Labor Pool.