

Emergency Operations Center (EOC) Skillset: Legal Counseling

Task Categories:

Advise EOC leadership and staff on legal matters and provide other legal services

Task Category: Advise EOC leadership and staff on legal matters and provide other legal services

| TASK | CODE | EVALUATION RECORD # | EVALUATOR INITIALS AND DATE |
|---|------------|------------------------|-----------------------------------|
| 1. Demonstrate knowledge of relevant laws, ordinances, regulations, authorities, and policies at local, state, tribal, territorial, and Federal levels. | E, F, I, J | | |
| 2. Demonstrate knowledge of local, state, tribal, territorial, and Federal procurement laws and procedures. | E, F, I, J | | |
| 3. Demonstrate knowledge of mutual aid agreements, Memorandums of Understanding (MOU), and Memorandums of Agreement (MOA). | E, F, I, J | | |
| 4. Brief or inform EOC personnel about legal advice available to guide EOC activities. | E, F, I | | |
| 5. Provide or arrange for legal advice relating to EOC activities. | E, F, I | | |
| 6. Provide guidance to senior leadership, Policy Group, and EOC personnel on potential legal risks and liabilities: <ul style="list-style-type: none"> • Establish working relationships, including with external legal partners and subject matter experts • Anticipate potential legal problems and facilitate their resolution | E, F, I | | |
| 7. Coordinate with local, state, tribal, territorial, and Federal emergency management attorneys. | E, F, I, J | | |
| 8. Draft proclamations, declarations, emergency ordinances, and other legal documents in coordination with EOC leadership and local, state, tribal, territorial, and Federal officials. | E, F, I, J | | |