

**An official letter from a state agency, commission, or office appointing a primary or alternate State Agency Liaison, that is signed by Director or Asst. Director, Secretary, or Commission Chairperson.**

The letter content should contain the following information:

Effective immediately, the following individual(s) from this agency have been appointed as primary or alternate State Agency Liaisons (SAL), for the purpose of providing an agency point-of-contact for all emergency management matters as prescribed by the CEMP, Chapter IV, Direction, Control & Coordination, Responsibilities and RCW 38.52.030 (2) (3) (4). It is understood the SALs will be available 24 hours a day, 7 days a week and has the authority to allocate resources and personnel when needed and respond to emergency management issues concerning their agency or requests from the State Emergency Operation Center or State Emergency Operation Officer (SEOO).

Please provide the following contact information for the Primary and Alternate SAL:

Office phone number  
Fax number  
Home phone number  
Pager number  
Email address  
Cell phone number

Address the letter to:

*Jim Hutchinson*

State Agency Liaison

Emergency Management Division

Building #20

Camp Murray, WA 98430-5122

Or

Jim Mullen, Director

Washington State Military Department

Emergency Management Division