



# EMERGENCY COMMUNICATION: Communication Teams and Major Functions

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**Department of Health and Human Services**  
**Assistant Secretary for Public Affairs**

**CDC Communications Leadership Team**

- Serves as primary CDC Communications Advisor
- Manages Communication Center
- Serves as DHHS Communications liaison
- Works with other DHHS and federal agencies' communications directors

**Content Team (ct)**

- Drafts, edits and finalizes terrorism-related information materials
- Works with subject matter experts to create fact sheets, question and answer documents, and materials for new/emerging issues
- Maintains a database/log of all terrorism-related information and education materials
- Facilitates clearance of printed material
- Briefs other teams at the beginning of each day
- Distinguishes between previously cleared and new information to provide timely release of information
- Centralizes and streamlines types of written products to be released

