

## Emergency Risk Communication Staffing Planning Worksheet

*Use this worksheet to plan your staffing for the Functional Team members needed for your emergency communication response. Don't forget to consider individuals from some such as State/County/local Health Department, partners, volunteers, contractors, and other government agencies.*

Site Name \_\_\_\_\_

Date \_\_\_\_\_

Team / Function	Qualifications/Skills Needed	# of Staff Needed	Potential Staff Member (Contact Information)	Training Needed?
<b>Leadership (Command and Control)</b>	<ul style="list-style-type: none"> <li>Decision-making authority</li> <li>Management skills</li> <li>Spokesperson skills</li> </ul>			
<b>Content and Clearance</b>	<ul style="list-style-type: none"> <li>Senior Science Officer</li> <li>Senior Administrative Officer</li> <li>Senior Communications Officer</li> <li>Message Development</li> </ul>			
<b>Clinician Communications</b>	<ul style="list-style-type: none"> <li>Knowledge of clinician environment</li> <li>Analytical skills</li> </ul>			

Team / Function	Qualifications/Skills Needed	# of Staff Needed	Potential Staff Member (Contact Information)	Training Needed?
Communication Monitoring and Research				
Government Communications				
Hotline				

Team / Function	Qualifications/Skills Needed	# of Staff Needed	Potential Staff Member (Contact Information)	Training Needed?
Media				
Web				
Spokespersons	<ul style="list-style-type: none"> <li>• Risk communication principles</li> <li>• Message development</li> <li>• Communication skills</li> </ul>			