

## 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?
Leadership (Command and Control)	<ul style="list-style-type: none"> <li>• Decision-making authority</li> <li>• Management skills</li> <li>• Spokesperson skills</li> </ul>			
Content and Clearance	<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>			

Team / Function	Qualifications/Skills Needed	# of Staff Needed	Potential Staff Member (Contact Information)	Training Needed?
Clinician Communications	<ul style="list-style-type: none"> <li>• Knowledge of clinician environment</li> <li>• Analytical skills</li> </ul>			
Communication Monitoring and Research				
Government Communications				

Team / Function	Qualifications/Skills Needed	# of Staff Needed	Potential Staff Member (Contact Information)	Training Needed?
Hotline				
Media				

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