



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"> Decision-making authority Management skills Spokesperson skills 			
Content and Clearance	<ul style="list-style-type: none"> Senior Science Officer Senior Administrative Officer Senior Communications Officer Message Development 			

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

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

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

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Spokespersons	<ul style="list-style-type: none">• Risk communication principles• Message development• Communication skills			

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