

Sample Assignment Sheet

LEADERSHIP (Command and Control)

Assigned To:		
Tasks:		Done
1.	Meet with decision-making team (science, administrative, communication). Within less than two hours, determine known information, what more will be coming in, and what can be said based on what you know now.	
2.	Activate the plan based on careful assessment of the situation and the expected demands for information by the public, media and partners.	
3.	Bring in needed resources (human, technical and mechanical supplies as specified in your pre-planning activities.) Activate added personnel and contractors.	
4.	Bring together communication team ; brief them on event, advise on what can be communicated now, and delegate assignments.	
5.	Meet with upper management to advise on what communications are being done, and when you anticipate releasing information in accordance with the organization's role in the response.	
6.	Make telephone contact with other governmental agencies involved to learn what communication they are planning, and coordinate response, and timing of release of information.	
7.	Line up your designated spokesperson or get ready to be the spokesperson. Let them know that you will need them available to the media in two hours, and that you want to brief them on the messages prior to that time. Let them know what background material on the event you can provide to update them, and when they can expect it.	
8.	Prepare your clearance team as well as review and approve materials yourself for release.	
9.	Determine the operational hours/days for the communication team throughout the emergency response. <ul style="list-style-type: none"> • Reassess after 12 hours • Reassess after 24 hours • Reassess after 36 hours • Reassess after 48 hours 	
10.	Make certain to fully communicate and update your staff decision-making team and other agency communicators several times during the first 24 hours.	