

Sample Assignment Sheet

WEB

Assigned To:

Tasks:	Done
<p>1. Format content materials developed by the communication team and publish on the organization's Web site.</p> <p>Expect to start publishing information within one to two hours of activating the crisis action plan for the event.</p> <p>Make sure everything published has been released first.</p>	
<p>2. Create links to other governmental agency Web sites that also will have information about the event.</p>	
<p>3. Prepare to update your Web site as frequently as information changes. This could be hourly.</p>	
<p>4. Release information to other partner Web site operators as you have it.</p>	
<p>5. Begin developing special Web pages for the event, if the emergency warrants it.</p>	