

TEMPLATE 4. LEADERSHIP ASSIGNMENTS

This template allows for the documentation of health department leadership assignments made during the public health response to an incident. Not all assignments will necessarily be staffed due to variations in health department resources and response requirements for a particular incident. Blank space is provided at the end of the template to allow users to list additional locations and assignments as necessary.

Response Assignments	Assigned Leadership	Date & Time In/Out
Command Post:	1.	
	2.	
Site Control	1.	
	2.	
Site Safety/Health	1.	
	2.	
Health Department Operations:	1.	
	2.	
Operations/Command Center	1.	
	2.	
Field Operations	1.	
	2.	
Epidemiology Services	1.	
	2.	
Laboratory Support	1.	
	2.	

Response Assignments	Assigned Leadership	Date & Time In/Out
Information Systems	1.	
	2.	
Community Services	1.	
	2.	
Administrative Services	1.	
	2.	
Environmental Services	1.	
	2.	
Communications	1.	
	2.	
Liaison(s)	1.	
	2.	
Emergency Operations Center (EOC):	1.	
	2.	
Planning	1.	
	2.	
Operations	1.	
	2.	
Logistics	1.	
	2.	

Response Assignments	Assigned Leadership	Date & Time In/Out
Finance/Admin.	1.	
	2.	
Information/Intelligence	1.	
	2.	
Safety	1.	
	2.	
Liaison(s)	1.	
	2.	
Joint Information System (JIS)	1.	
	2.	
Joint Information Center (JIC)	1.	
	2.	
Joint Operations Center (JOC)	1.	
	2.	
Decontamination site(s)	1.	
	2.	
Hospitals, clinics, and other medical facilities	1.	
	2.	
Strategic National Stockpile (SNS) receipt site(s)	1.	
	2.	

Response Assignments	Assigned Leadership	Date & Time In/Out
Vaccine/medicine distribution site(s)	1.	
	2.	
Shelter(s)	1.	
	2.	
	1.	
	2.	
	1.	
	2.	
	1.	
	2.	
	1.	
	2.	
	1.	
	2.	
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	2.	