

TEAR-OUT 1.1

CCI INCIDENT MANAGEMENT TEAM BUILDER

Choose the size of your team based on the number of permanent staff at your institution. Then create roles and assign staff to roles based on their skills and experiences.

Select the number of permanent staff. Name the roles in the top row for the suggested number of team members. Add the emergency objectives that each role is responsible for (see → Tool 1.1 CCI Incident Management Team Structure). Fill in the names of the people assigned to the role.

<input type="checkbox"/> 6 or fewer		<input type="checkbox"/> 7 to 10		<input type="checkbox"/> more than 10
Role Name:	Role Name:	Role Name:	Role Name:	Role Name:
Responsibilities:	Responsibilities:	Responsibilities:	Responsibilities:	Responsibilities:
Role assigned to:	Role assigned to:	Role assigned to:	Role assigned to:	Role assigned to:
Alternate(s):	Alternate(s):	Alternate(s):	Alternate(s):	Alternate(s):

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Government of Canada, Department of Canadian Heritage, Canadian Conservation Institute, "Incident Management Team Builder," version 4, worksheet developed by Canadian Conservation Institute, Government of Canada, September 2016.