

Worksheet 3: Incident Management Team Chart

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Table of contents

Introduction
Instructions
Worksheet

Introduction

The [Emergency Response Planning Manual](#) describes five tasks that provide heritage institutions with a structured approach to building an incident management team. This worksheet can be used to complete task 4 called “[Assign people to roles](#).”

Instructions

In a group meeting, discuss who could best contribute to an incident management team as leads and alternates. Once you have established your team, record the role names, team member names and their responsibilities in this worksheet, as follows:

- Enter the role names of your incident management team in the first column. Use the role names suggested in Table 6 in the *Emergency Response Planning Manual* or others that work better for your institution.
- List the emergency response objectives that each team member is responsible for in the cells beside each role name. Use Table 6 in the *Emergency Response Planning Manual* as a guide and take into account team member skill sets.
- Fill in the names of the people assigned to each role, one lead and one alternate. Try to assign different people to each role or alternate position.

Once you have decided who will be on the team and what roles they will play, both leads and alternates, complete task 5 by recording the information and related contact information in your emergency plan. Follow the instructions below if you are using the [Emergency Plan Template](#):

- Select “Incident management team” in the table of contents to jump to the incident management team table.
- Delete rows that are not needed for the number of roles in your team.
- Modify the role names if you have chosen names that are different from those suggested.
- Add the names of the leads and alternates for each role.
- Add their contact information.

Worksheet

Incident management team chart

Role name	Responsibilities (emergency response objectives)	Lead assigned to role	Alternate assigned to role

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