*This staffing model is an example. Depending on the event, positions may be combined, eliminated, or managed by the lead agency. Not all staff positions will be active during the entire timeline of the response.* ***This chart will need to be adjusted based on the capabilities and resources of the institution.***

A/N = As needed TBD = To be determined at the time of the incident

|  | **Small** | **Medium** | | **Large** | **Catastrophic** | |
| --- | --- | --- | --- | --- | --- | --- |
| **Potential Fatalities** | **<20** | **20-100** | | **101-500** | **>500** | |
| **Family and Friends** | **<160** | **160-800** | | **800-4,000** | **>4,000** | |
| **Information and Notification Center Leadership** | | | | | | |
| INC Director/Site Manager | 1 | 1 | | 1 | 1 | |
| Deputy Branch Director/Site Manager | 0 | 1 | | 2 | 3 | |
| Public Information Officer | A/N | 2 | | 3 | 4 | |
| Safety Officer | 1 | 1 | | 1 | 2 | |
| Liaison Officer | A/N | 1 | | 2 | 3 | |
| **Leadership Staff Total** | **2** | **5** | | **5** | **5** | |
|  |  |  | |  |  | |
| **Operations Section** | | | | | | |
| Operation Section Chief | 1 | | 1 | 1 | | 1 |
| **Reception Group** | | | | | | |
| Reception Group Supervisor | 1 | 2 | | 2 | 3 | |
| **Usher Unit** | | | | | | |
| Usher Unit Leaders | 1 | TBD | | TBD | TBD | |
| Ushers | TBD | TBD | | TBD | TBD | |
| **Registration Unit** | | | | | | |
| Registration Unit Leader | 1 | 1 | | 1 | 2 | |
| Registration Unit Staff | 1 | 1 | | 2-3 | 3-4 | |
| **Greeter Unit** | | | | | | |
| Greeter Unit Leader | 1 | 1 | | 1 | 1 | |
| Greeters | 2 | 3 | | 4 | 5 | |
| **Family Liaison Unit** |  |  | |  |  | |
| Family Liaison Unit Leader | 1 | 1 | | 1 | 1 | |
| Family Liaisons | 1-8 | 10-20 | | 25-40 | 50 | |
| **Call Center Unit** |  |  | |  |  | |
| Call Center Unit Leader | 1 | 1 | | 1 | 1 | |
| Call Center Unit Staff | TBD | TBD | | TBD | TBD | |
| **Resource Desk Unit** |  |  | |  |  | |
| Resource Desk Unit Leader | 1 | 1 | | 1 | 1 | |
| Resource Desk Unit Staff | TBD | TBD | | TBD | TBD | |
| **Reception Group Total** |  |  | |  |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Medical Examiner / Coroner Group** | | | | |
| Medical Examiner/Coroner Group Supervisor | 1 | 1 | 1 | 1 |
| **Family Interview Unit** | | | | |
| Family Interview Unit Leader | 1 | 1 | 1 | 1 |
| Family Interview Unit Staff | 2 | 2-4 | 4-8 | 8-12 |
| **Notification Unit** | | | | |
| Notification Unit Leader | 1 | 1-2 | 2-4 | 4-8 |
| Notification Unit Staff | 2-4 | 4-10 | 10-20 | 20-50 |
| **Medical Examiner Group Total** | **5-7** | **8-17** | **17-33** | **33-71** |
|  | | | | |
| **Medical Group** | | | | |
| Medical Group Supervisor | 1 | 1 | 1 | 1 |
| **Psychological Support Unit** | | | | |
| Psychological SupportUnit Leader | 1 | 1 | 1 | 1 |
| Psychological Support Staff | TBD | TBD | TBD | TBD |
| **First Aid / EMS Unit** | | | | |
| First Aid / EMS Unit Leader | 1 | 1 | 1 | 1 |
| First Aid / EMS Unit Staff | TBD | TBD | TBD | TBD |
| **Medical Support Services Unit** |  |  |  |  |
| Medical Support Services Unit Leader | 1 | 1 | 1 | 1 |
| Medical Support Services Unit Staff | TBD | TBD | TBD | TBD |
| **Medical Group Total** |  |  |  |  |
|  |  |  |  |  |
| **Special Needs Group** | | | | |
| Special Need Group Supervisor | 1 | 1 | 1 | 1 |
| **Interpreter Unit** | | | | |
| Interpretation Unit Leader | 1 | 1 | 1 | 1 |
| Interpreters and Translators | TBD | TBD | TBD | TBD |
| **Child Sitting Unit** | | | | |
| Child Sitting Unit Leader | 1 | 1 | 1 | 1 |
| Child Sitting Staff | TBD | TBD | TBD | TBD |
| **Disabilities Unit** | | | | |
| Disabilities Unit Leader | 1 | 1 | 1 | 1 |
| Disabilities Unit Staff | TBD | TBD | TBD | TBD |
| **Special Needs Group Total** |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Security Group** | | | | |
| Security Group Supervisor | 1 | 1 | 1 | 1 |
| **Internal Security Unit** | | | | |
| Internal Security Unit Leader | 1 | 1 | 1 | 1 |
| Internal Security Staff | TBD | TBD | TBD | TBD |
| **External Security Unit** | | | | |
| External Security Unit Leader | 1 | 1 | 1 | 1 |
| External Security Unit Staff | TBD | TBD | TBD | TBD |
| **Traffic Control Unit** | | | | |
| Traffic Control Unit Leader | 1 | 1 | 1 | 1 |
| Traffic Control Unit Staff | TBD | TBD | TBD | TBD |
| **Security Group Total** |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Logistics Section** | | | | | | |
| Logistics Section Chief | 1 | | 1 | 1 | | 1 |
| **Communication / IT Unit** | | | | | | |
| Communication / IT Unit Leaders | 1 | TBD | | TBD | TBD | |
| Communication / IT Unit Staff | TBD | TBD | | TBD | TBD | |
| **Nutrition Unit** | | | | | | |
| Nutrition Unit Leader | 1 | 1 | | 1 | 2 | |
| Nutrition Unit Staff | 1 | 1 | | 2-3 | 3-4 | |
| **Supply Unit** | | | | | | |
| Supply Unit Leader | 1 | 1 | | 1 | 1 | |
| Supply Unit Staff | 2 | TBD | | TBD | TBD | |
| **Facilities Unit** |  |  | |  |  | |
| Facilities Unit Leader | 1 | 1 | | 1 | 1 | |
| Facilities Unit Staff | TBD | TBD | | TBD | TBD | |
| **Site Visit Coordination Unit** |  |  | |  |  | |
| Site Visit Coordination Unit Leader | 1 | 1 | | 1 | 1 | |
| Site Visit Coordination Unit Staff | TBD | TBD | | TBD | TBD | |
| **Logistic Section Total** |  |  | |  |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grand Total** |  |  |  |  |