

FAC STAFFING DETERMINATION TOOL

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				

FAC STAFFING DETERMINATION TOOL

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 Support Unit 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				

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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				
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