

# FAST STAFFING SCHEDULE

<b>Incident Name:</b>			
<b>Incident Date:</b>		<b>Msn #:</b>	
<b>Shelter Name(s)</b>			
<b>Shelter Manager &amp; Cell Phone</b>			
<b>Operational Period</b>			
0:00			
1:00			
2:00			
3:00			
4:00			
5:00			
6:00			
7:00			
8:00			
9:00			
10:00			
11:00			
12:00			
13:00			
14:00			
15:00			
16:00			
17:00			
18:00			
19:00			
20:00			
21:00			
22:00			
23:00			
0:00			

# FAST STAFFING SCHEDULE INSTRUCTIONS

1. Note the Incident Name, Date, and Mission Number.
2. Put the Shelter Name in the appropriate column.
3. Make note of the Shelter Manager and his/her cell phone number
4. Make note of the Shelter operational period (if one is established)
5. Identify who can work at what times. Consider the skill sets with the shelter needs.