COUNTERSPHERICS

Activity/Action Log Sheet

Company: _____
Division: _____
Group: _____
Date: _____
Name: _____
Role _____

Activities

Incident Name: _____

Step 1	Print Date & Time
Step 2	Print Activity Location
Step 3	Numbered Action Narratives
Step 4	Numbered Actions Completed

Page #_____ of _____ Pages

MERLENN® Operator System Use:

Use the **MERLENN® Safety or Emergency** Logistics feature on Safety or Emergency screens to Align, Level, Load, Track, and Cost human resource activities, supplies, equipment, services. <u>Note</u>: **Inventory Resources** are configured using the **Configure Inventory** option of the **Settings** feature on the system's Main screen. Services and or Equipment (non-human are configured in inventory)

Use the **MERLENN® Safety or Emergency** Log feature to input specific activities; use specific Hazard/Threat Workflow/Checklist(s)

Use **MERLENN® Continuity** SAR Plan Actions (**SARPA**) Damage Summary, General Public Injury, Operations & Planning, Active Situation Controls, Incident Summary.

Use **MERLENN® Continuity** Human Loss & Injury Accounting

USE IN CONJUNCTION WITH THE ERAP USE SHEET & OTHERS AS NEEDED,

| **Usage:** | Use MERLENN® Continuity, Safety, & Emergency Screens |

#/	DATE/TIME	LOCATION	ENUMERATED ACTIONS (ACTIVITY)
1			A.
2			1.
3			2.
			3.
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			