COUNTERSPHER!CS

USE SHEETS

Organization Recall Sheet

Company: _____
Division: _____
Group: _____
Date: _____

RECALL ROSTER SHEET

Incident: _____

Step 1	Name & Role
Step 2	Organization Provided Mobile Phone Number
Step 3	Organization Desk Phone Number
Step 4	Personal Home & Mobile Phone Numbers

Page #_____ of _____ Pages

MERLENN® Operator System Use:

A MERLENN® Recipient is a **Human Resource** or PoC whose information is configured using the **Configure Recipient** feature off the **Settings** feature on the system's Main screen. Ensure the **System ID Prefix** of those persons with Incident Leadership. Responsibility/Positions has the prefix ID of **0x1.**

0x1 allows organizational role mapping to workflow and task items for specific hazards and threats e.g. Incident Commander, Public Information Officer..

Use **Configure Mappings** in the **Settings** feature to assign primary and alternate roles to **0x1** identified individuals and or assign custom roles to default system roles.

Usage: Use MERLENN® Settings, Continuity, Safety, & Emergency Screens

NAME/ROLE	COMPANY MOBILE	COMPANY DESK	HOME PHONE / MOBILE PHONE
			H: M:
			H: M:
			H: M:
			H: M:
			H: M:
			H: M:
			H: M:
			H: M:
			H: M:
			H: M:
			H: M:
			H: M:
			H: M: