COUNTERSPHERICS

Int. Communications Plan

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

Incident:

_____

Step 1	Print Assigned Individual's Name
Step 2	Print Emergency Radio Channel
Step 3	Primary Phone Number
Step 4	Print Any Additional Info

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** category on the system's Main screen. The Key PoC for an agency or building must use the sub-ID of OCCP or BLDG to identify the PoC and enter General PoC Information.

Use the **MERLENN® Safety or Emergency** Log to track and record TEXT communications

Use Continuity SAR Plan Actions (SARPA)

Usage: Use MERLENN® Continuity, Safety, Emergency Log Screens

ASSIGNED TO	RADIO CHANNEL/FREQ.	PHONE	ALT PH	ADDITIONAL COMMENTS

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COUNTERSPHERICS

Ext. Communications Plan

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