

3.0 INITIAL CONTACT				
1	Partner Agency Name:			
	Contact Person:			
	Callback Number:	Time Contacted:		
2	Notification or Activation			
3	Partner EOC Open: Yes or No	Address:		
4	Assessment (Who, What, Where, Why)			
4.0 TEAM LEADER				
1	Team Leader Name:			
	Time Contacted:	Callback Number:		
2	Operations Manager Name:			
	Time Contacted:	Callback Number:		
3	Partner EOC open (yes or no)			
	NO- Standby; proceed if and when open	YES- Time of Arrival:		
5.0 OPERATIONS MANAGER				
1	Notification - Advise Management; assign RM if required			
	or Activation			
	Resource Manager Name:			
	Time Contacted:	Callback Number:		
2	Time of Arrival Randall(NCS):			
6.0 RESOURCE MANAGER				
1	Notification: Contact Callout captains		Start callout & advise EMRG on standby	
	or Activation			
	Temp Net control Operator		Name:	
	Time Contacted:		Frequency of Net:	
	Net Control operator		Name:	
	Time Contacted:			
	Partner EOC operator		Name:	
	Time Contacted:			
	Callout Captains			
	Name		Time	Callback Number
8.0 NET CONTROL OPERATOR		Time of Arrival:		
9.0 PARTNER EOC Operator		Time of Arrival:		

10.0 CALLOUT RESULTS	DATE:	Start Time:
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NAME	CALLSIGN	COMMENTS

Under COMMENTS, note the persons availability. This information will be reported back to the Resource Manager by telephone or on the net, as requested by the Resource Manager.

If there is no answer, or if you left a message, the person is treated the same as if they were never called and may be called again in the next shift.

COMMENTS CODES

- 1 Available Now
- 2 Available in 8 hours
- 3 Available in 24 hours
- 4 Available on weekend
- 5 Available evenings only
- 6 Available days only
- 99 Unavailable Any Time