

CERT ACTIVATION NOTIFICATION LOG

Date		CERT Team: _____					
Time Initiated							
Person Initiating		How Contacted					
Time Completed		H O M E	W O R K	C E L L	E M A I L	NO Contact	
Call Tree Contact List	Time Contacted						Comments
1							
2							
3							
4							
5							
6							
7							

INSTRUCTIONS: Each Team member who is responsible to call another team member in times of emergency should have a copy of this form. The date & time fields are self explanatory. Person Initiating Activation is either the Bob Beckmann or OEM representative. Call Tree Contact List is the list of team members you are responsible for calling in times of emergency. When contact is made, make sure you indicate "THIS IS AN ACTIVATION". In space provided, indicate time of contact and check appropriate box for how contacted. If NO CONTACT is made, explain reason (ie; contact numbers wrong) in the COMMENTS section. You must try to contact team members by using any of the numbers you have on file. Once contacted, give specifics of activation and record all members that can attend and record in COMMENTS section. Once activation is completed, forward this form to Bob Beckmann at OEM.