Duty Phone and Call Multiplier Training Checklist

Duty Phone Number and Voice Mail Password	
EOC and SAR has this number as primary number to call	
Duty Officer Satchel and Phone Chargers	
Transferring duty phone number to another phone *72, *73	
Cost of phone service and Call Multiplier	
Call Multiplier maintenance, members, subgroups	
Call Multiplier campaign launch	
SFARES SOP-003, SFARES Subgroup Activation	
SFARES SOP-003, Attachment 1, SFARES Activation Form and Script	
SFARES SOP-003, Attachment 2, Call Multiplier Instructions	
Checking results	
Maintaining a record	

	Printed Name	Signature	Date
DO Trainee:			

Trainer:			

Note: Forward the completed checklist to the SFARES Emergency Coordinator.