



# Activity/Action Log Sheet

**Company:** \_\_\_\_\_  
**Division:** \_\_\_\_\_  
**Group:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Name:** \_\_\_\_\_  
**Role:** \_\_\_\_\_

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**MERLENN® Operator System Use:**

Use the **MERLENN® Safety or Emergency Logistics** feature on Safety or Emergency screens to Align, Level, Load, Track, and Cost human resource activities, supplies, equipment, services. **Note: Inventory Resources** are configured using the **Configure Inventory** option of the **Settings** feature on the system's Main screen. Services and or Equipment (non-human are configured in inventory)

Use the **MERLENN® Safety or Emergency Log** feature to input specific activities; use specific Hazard/Threat Workflow/Checklist(s)

Use **MERLENN® Continuity SAR Plan Actions (SARPA)** Damage Summary, General Public Injury, Operations & Planning, Active Situation Controls, Incident Summary.

Use **MERLENN® Continuity Human Loss & Injury Accounting**

**Activities:**

**Incident Name:** \_\_\_\_\_

- Step 1** Print Date & Time
- Step 2** Print Activity Location
- Step 3** Numbered Action Narratives
- Step 4** Numbered Actions Completed

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

#/	DATE/TIME	LOCATION	ENUMERATED ACTIONS (ACTIVITY)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			