



Communications Plan Review Form

Use this form to review/update your hospital's communications plan with regards to the STARCOM21 Radio System.

1. **Review/update radio location** – Radio should be in an area where staff can monitor and/or respond 24 hrs a day, every day
2. **Receive Transmission** – Respond to call if your hospital is being called to respond (e.g., Illinois Masonic Copies, over).
3. **Document the message** - Use the General STARCOM message Form (GSM) to record message
4. **Deliver message to appropriate individual** – Based on the message, delivery a copy of the message to whoever the hospital designates as the receiver of STARCOM messages (e.g., Incident Commander, Emergency Manager, Charge Nurse, or who you designate based on the event).
5. **Confirm delivery** – Check off appropriate box on the GSM form
6. **Contact CDPH** – Feel free to reach out for clarification by emailing CDPH at CDPHPHEOC@cityofchicago.org