**Communications Incident Report**

(for use with Microsoft Word 2007®)

Please identify as much of the information as possible for each incident. This will assist us in trying to pinpoint the issue. You are not required to complete the entire form to report an incident.

**NOTE:**  Ensure you save your completed form to your computer. If you do not complete this step, none of your changes will be saved.

Describe the problem:



Location (if subscriber): 

Identify site radio affiliated to: 

RSSI at time of failure: 

Was console involved in call? 

Was talkgroup patched? 

List talkgroup(s): 

Was call recorded? 

Time/Date of incident: 

Unit ID of transmitting radio: 

Did other radios hear the call? 

Was scan on? 

Additional Notes:



You can email your from to the ALMR Help Desk (ALMR-helpdesk@inuitservices.com) or fax it to or at (907) 269-6797. If you have further questions, please call the Help Desk at (907) 344-2567, within the Anchorage Bowl, or 877-334-2567, in Alaska but outside Anchorage.