



Responding to a MIR3 Notification

Responding Via Phone

- The system will listen for you to say "Hello" before the message begins.
- When prompted in the phone message, verify that you are the intended recipient.
- Using touch-tone keypad, follow prompts and enter appropriate responses to the notification.
- You will need to listen to the entire message and respond to directions appropriately. If you do not listen to the entire message, your response will not be documented in the system and **MIR3 will continue to contact you until a response is received.**
- Your message can be restarted from the beginning if you **press 1** at any time.

Responding Via Email

- Immediately **reply** to the email notification.
- Place the appropriate response number in the body of the email and click **Send**.

Responding with Your Availability

- Call the FEI Crisis Responder Line at **888-207-3636**.
- Leave a message indicating when you can be available to respond over the next few days, and FEI will return your call if you are needed.
- Staffing is determined by our customer's needs, and can fluctuate rapidly. Your flexibility is appreciated!

Reminders

- **Pay close attention to the message and directions as tests and drills are conducted on a regular basis.**
- **Your message can be restarted from the beginning if you press 1 at any time.**

Questions

Please contact Vivian Marinelli at 414-359-6567 or vmarinelli@feinet.com.