

Table 2: EOC Activation Checklist

Please follow this list to set up the EOC. The first person to arrive is responsible for setting up the EOC. Forward this checklist to the EOC Incident Commander when completed.

NAME: TITLE:	DATE:	TIME:	EVENT:
EOC ACTIVATION:	EMERGENCY POWER:		TELEPHONES
FULL: <input type="checkbox"/> PARTIAL: <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>		YES <input type="checkbox"/> NO <input type="checkbox"/>
SET UP & TEST ALL COMMUNICATIONS: <input type="checkbox"/> RADIO(S) <input type="checkbox"/> CELLULAR <input type="checkbox"/> FAX <input type="checkbox"/> TELEPHONES		POST EOC SIGNS: <input type="checkbox"/> EOC DOORS <input type="checkbox"/> ELSEWHERE AS NEEDED	
SET UP TABLE AT DOOR WITH: <input type="checkbox"/> SIGN-IN SHEET <input type="checkbox"/> FAX MACHINE <input type="checkbox"/> TELEPHONE		SET UP SITUATION STATUS: <input type="checkbox"/> CAMPUS MAPS <input type="checkbox"/> MESSAGE BOARD <input type="checkbox"/> POSTING BOARD <input type="checkbox"/> EOC EVENT LOG <input type="checkbox"/> OTHER DISPLAYS	
OPEN DOORS FOR VENTILATION IF NEEDED	REMOVE CHAIRS AND ADD TABLES, AS NECESSARY	NOTIFY NEARBY STAFF WHO WILL BE AFFECTED	
CONTACT:			
GIVE YOUR NAME, TELEPHONE NUMBER AND FAX NUMBER			
NOTES:			