

C.14. Head of IT Checklist

HEAD OF IT CHECKLIST			
No.	Item	Time	Initials
1.	Acknowledge callout and proceed to EMC, do not call for information.		
2.	Ensure all equipment is operational and connected to the pre-determined communication lines.		
3.	Keep a comprehensive log of own activities in order to brief to Emergency Management Chairman when he arrives.		
4.	Attend all Emergency Management Chairman's briefings.		
5.	Obtain, freeze, quarantine computer data and information as determined necessary by the EMT Chairman.		
<p>Remarks:</p>			
<p>Note: Turn-over this document after completion including other related documents (i.e. active logs, etc) to the EMC Administrator</p>			
End of Checklist			
Name and Signature:		Date:	