## C.3. Administrator Checklist

| No | Item | Time | Initials |
|---|---|---|---|
| | **ADMINISTRATOR CHECKLIST** | | |
| 1. | Acknowledge callout and proceed to EMC, do not call for information. | | |
| 2. | Assume responsibility for room setup. | | |
| 3. | Check all bins are emptied, no further rubbish should not be emptied all should be sealed and kept for any investigation. | | |
| 4. | Take the emergency response box from the store cupboard using the EMC laminated layout chart place the following items at each location:<br>a. Checklist.<br>b. emergency log.<br>c. 2 pens that work and a pencil.<br>d. A headset (if available).<br>e. Writing pad. | | |
| 5. | Place the full copy of the ERP at the Emergency Director's position. | | |
| 6. | Check that all electrical equipment PC, printer, fax, TV etc. is switched on and log on if you know the emergency password. | | |
| 7. | Place the 3 clocks in prominent positions and set time to:<br>a. Local AUH time.<br>b. UTC.<br>c. Incident Site Time. | | |
| 8. | As team members arrive, record the time and names against function they will be representing, once the team is convened identify anyone leaving room and purpose, where they can be found and return time. | | |
| 9. | Note time EMC fully operational. | | |
| 10. | Keep comprehensive log of all activities. | | |
| 11. | Amend information's on the whiteboards as information comes in | | |
| 12. | Attend all emergency directors' briefings | | |