

EMERGENCY CENTRE ACTIVATION CHECKLIST

SERIAL	ISSUE	ACTIVATED		REMARKS
		YES	NO	
1	Is designated EC available			Council Chamber, The Knowle (Blackdown House from Feb 2019)
2	Emergency Centre Manager and staff contacted and advised of location			
3	Have Emergency Services/DCC CCU been advised of location?			
4	Is there sufficient telephone / IT connections available			IT Helpdesk ext.???. Out of hours via callout cascade.
5	Initial brief or message for Customer Services or Home Safeguard.			Out of hours dealt with via Home Safeguard
6	Is Emergency Centre Support Box available? (Maps, stationery)			In Civil Contingencies Managers Office
7	Has CE/nominated Deputy been advised of EC location?			Contact through OOH lists if necessary.
8	Have Emergency Management Team been advised of location?			
9	Do you require more support or facilities			Through CC & EP Manager
10	What is weather forecast?			For staff travelling/ reliefs etc.
11	Do you require reliefs.			Contact and advise of location.
12	Maintain Log and record of expenditure			For subsequent use.