ESF 8 Room Activation Checklist
(Last Updated 8/2/07)

All of the following activities must be complete before the room activation is considered complete.

Key Activities	Complete	N/A
1. All computers are set-up according to diagram # of Computers: ___		
2. All computers have been turned on and tested: o Desk Top Background o Microsoft Outlook o Microsoft Office Word o Microsoft Office Excel o Microsoft Office Power Point o Microsoft Office Publisher o Adobe Reader Internet Explorer Favorites to the following sites: o DOH Webmail: https://mail.doh.state.fl.us/exchange o HurrEvac: http://www.hurrevac2.com/_private/newsetup o MQA Licensure Look-up: https://ww2.doh.state.fl.us/IRM00PRAES/PRASLIST.ASP Additional Icons: o EM Constellation: https://seoc.mapping.floridadisaster.org/emconstellation/login.aspx o State ESF8 Communications Procedures o ESF8 Glossary o 2006 Statewide Emergency Shelter Plan http://floridadisaster.org/bpr/Response/engineers/2006sesp.htm o State ESF8 Key Contact List o Shortcut to DOH Webmail: https://mail.doh.state.fl.us/exchange o FLAIRS: o PRS: http://adminapps.doh.state.fl.us/IRM00purchase/purlogin.asp o Internet/DOH Intranet Access o Map ESF8 EVENT ("Z") drive to dohsnas01.doh.state.fl.us/dr o OEO Sharepoint: http://dsh.sharepoint.doh.ad.state.fl.us/DEMO/OEO/default.aspx		
3. Email account has been tested		
4. All computers have network access		
5. All computers are mapped to printer		
6. The printer is set-up according to diagram		
7. The fax machine is set-up/operational according to diagram		
8. All phones are set-up according to diagram # of Phones: ____		
9. Phones have been tested		
10. Satellite telephone operational		

11.	Main phone line for room rings at the appropriate phone		
12.	All chairs and tables are in proper place		
13.	Cable television set-up with SEOC Broadcast (Channel 15) capability verified. Any problems: DEM Contact John Fleming 413-9888 Kimo Montague 921-1854 DOH/HPI Contact (to flip switch for CCOC buildings) John Cowell 245-4444 X 2191 Armando Oliva 245-4444 x 2177		
14.	Tandberg cameras and monitor operational DOH Contact Carol Kirk 245-4444 X3315 (Cell 321-0010)		
15.	DELL 42 " Monitors operational EXTRON MVX Switch operational DELL 26 " monitor operational Samsung DVD/VHS Players (3 each) operational		
16.	Hard copies of State ESF 8 Communications Procedures available in room # of Copies: _____		
17.	Hard copy Room Activation Handbook		
18.	Sign-in/out Sheets available in room		
19.	ESF 8 Access Badges with sign-in/out in room		
20.	Office Supplies available in room		

Name: _____ Date: _____