ACTIONS OF FIRST PERSON TO ENTER THE ROOM

Monitor activation of team members	Particularly if activation is outside normal business hours
Open & prepare room for use	Connect IT and communications equipment and check that they are working. Clean boards and prepare for use as status boards. Check stationery. Locate relevant plans. Distribute member information packs/trays. Display maps and charts.
Establish contact with reception / switchboard	Brief telephone responders or divert switchboard from night switch to another telephone until Reception or Call Centre are manned
Brief security / reception about visitors & media	Lock down building/floor if necessary
Start a paper or whiteboard log	Print event/action in capital letters
Start visual display of facts	Use whiteboards or butcher paper
Fight for information from affected site	Who is reporting the information? How can you be contacted? Date and time? Site affected? Initial description of event in terms of life, property, environment and impacts on Business Continuity, reputation and liability? What support is required? Who has been notified? Any other relevant information?