

**World Games Opening and Closing Checklist**

**Opening**

* Ensure there are enough medical supplies/medications for the entire day (If in need of additional supplies call the command center)
* Ensure adequate nurse staffing for the day (If trouble with staffing call the command center)
* Ensure staff check-in and keep account of time worked
* Locate supply storage area and move supplies to the first aid tent
* Ensure laptop is charged and ready for use
* Ensure Southern Link Radio is charged and ready for use
* Ensure Citrix Files Application is available on iPad and ready to use
* Ensure translation software is available and ready to use
* Ensure iPad is charged and ready for use
* Ensure all forms for documentation are available to use for the day
* Assign one staff member to upload documentation throughout the day into Citrix Files and UAB share file

**Closing**

* Ensure the first aid area is fully cleaned and sanitized before leaving for the day
* Ensure adequate nursing staff for the following day (If trouble with staffing call the command center)
* Ensure all medical supplies/medications are locked up and ready to use for the following day
* Ensure all forms of documentation are downloaded into the Citrix Files application and uploaded into the UAB share file (Must be uploaded by 8 PM)