

# DIVISION SUPERVISOR CHECKLIST: East Campus

**DIVISION SUPERVISOR** – During an Incident, complete this form as you implement tasks assigned to you by the Operations Chief or other emergency personnel.

Your name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Check-in to Operations Chief: complete \_\_\_\_ delayed \_\_\_\_ unable \_\_\_\_

**Tactical Plan:** Evacuate Buildings \_\_\_\_ Evacuate and close campus \_\_\_\_

Shelter in place \_\_\_\_\_ Lockdown \_\_\_\_\_ Other \_\_\_\_\_

Buildings Affected: None \_\_\_\_\_ All \_\_\_\_\_

List buildings affected: \_\_\_\_\_

Bldg	Captain Informed	First Report	Second Report	Checklist Returned	Other - Notes
Campus Center					
Duvall Pavilion					
Ford Hall					
Library/ Media Center					
Annex (Campus Center Annex)					