

DIVISION SUPERVISOR CHECKLIST: West 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
Angst					
Lewis					
Reeves					
Hodson					
Phillip Tarro					
Parker House					
International Classroom Modular					