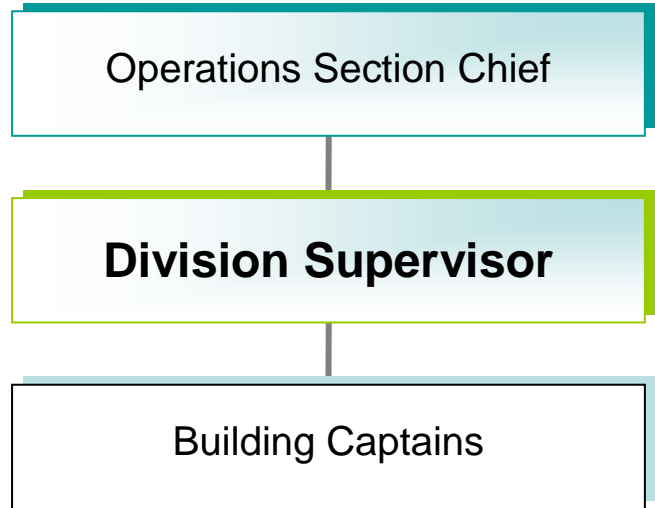


## DIVISION SUPERVISOR RESPONSIBILITIES

**DIVISION SUPERVISOR** – The Division Supervisor reports to the Operations Section Chief and is responsible for activating Building Captains in all affected buildings, informing them of their tactical assignments, and directing their response to the emergency. The Division Supervisor, based on information received from Building Captains, may modify tasks. The Division Supervisor provides status reports to the Operations Chief, and maintains a checklist of activities.



Complete	Division Supervisor Major Responsibilities
	Upon notification of Emergency Response implementation, pick up cache of supplies, including radio and checklist
	Check in with Operations Section Chief for briefing and tactical plan
	Contact Building Captains (or alternates as necessary) for each affected building in the Division. Provide situation and tactics as needed
	Assure that the tactical plan is being implemented in each affected building and provide updates to the Operations Section Chief
	<b>Building Evacuation:</b> Assure that evacuation is underway and that occupants are using appropriate evacuation route.
	<b>Shelter in Place:</b> Activate Building Captains. Use radio communication to assure that implementation is underway in each building. Receive reports from Building Captains and report to Operations Chief, especially regarding unusual activities. Assure that “All Clear”, when announced, is received by all.
	<b>Lockdown:</b> Activate Building Captains. Use radio communication to assure that implementation is proceeding in all buildings and keep Building Captains updated on progress or changes. Assure that “All Clear”, when announced, is received by all.
	<b>Other:</b> Assist in implementing any appropriate action. Communicate to Building Captains and Operations Chief any information relevant to the success of the tactical plan
	Complete the activity checklist during the event
	Monitor the progress of tactical plan implementation and make changes when necessary
	Keep Operations Chief informed of progress, any changes and any reported hazards or suspicious activities
	In the event of a reported injury, notify Operations Chief with estimate of seriousness
	Debrief as directed, and collect Building Captain checklists
	Submit completed activity checklist and all Building Captain checklists to Operations Chief at the end of the incident