GROUNDS CAPTAIN UC DEPARTMENTAL CHECK OFF

Revised May 2004

Instructions: During an actual emergency or drill, the Grounds Captain will use this form to check off and account for all departments within the facility. When all departments are accounted for information is passed on to emergency responders and campus officials.

DEPARTMENT	SUPERVISOR	ACCOUNTED FOR
1st Floor		
Academic Center	Sandra Heinold	
Biology Lab	Dr. Richard Gunasekera	
Facilities Services	Leonard Buckner	
Custodians in Building	Ida Flores	
2nd Floor		
Information Technology	Joe Ferguson	
3rd Floor		
President's Office	Dr. Don Smith	
OUA	Carole Oliphant	
	Ashley Walyuchow (Alternate)	
Media Library	Gloria Espitia	

EMERGENCY MONITOR *Signature*:_____

DATE:		
NOTES:		