

# GROUNDS CAPTAIN UW 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	AREA ASSIGNED TO	ACCOUNTED FOR
<i>1st Floor</i>			
<b>Administration &amp; Finance</b>	Wayne Beran	West Captain	
<b>Business Services</b>	Greg Fanelli	West Captain	
<b>Finance</b>	Toni Wyer	West Captain	
<b>Human Resouces</b>	Laura Smith	West Captain	
<b>Financial Aid</b>	Carolyn Mallory	West Captain	
<b>Education</b>	Dr. Mary Natividad	West Captain	
<b>ISS</b>	Chari Norgard	South Captain	
<b>Student Recruitment</b>	Yolanda Gonzalez	South Captain	
<b>Admissions &amp; Records</b>	Trudy Wortham	South Captain	
<b>SSRO</b>	Richard Phillips	South Captain	
<b>LEAD</b>	Rachel Trevino-Garcia	South Captain	
<b>Regional Outreach</b>	Margaret Rice	South Captain	
<b>Facilities Services</b>	Mary Mahan	South Captain	
<b>School of Business</b>	Charles Bullock	South Captain	
<b>Arts &amp; Sciences</b>	Dr. Dan Jaeckle or Sandra Wood	South Captain	
<b>Provost</b>	Dr. Dan Jaeckle	South Captain	
<b>Custodians in Building</b>	M.C. Griffin Ida Flores		

**Grounds Captain Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>NOTES:</b>			