

### UW Emergency Monitor Check Off - May 2004

	A	B	C	D
1	<b>During a drill or actual emergency everyone needs to be accounted for. Emergency check in monitor will visit all gathering areas and ask</b>			
2	<b>Supervisor or person in charge to verify all their staff are accounted for.</b>			
3	<b>DEPARTMENT</b>	<b>SUPERVISOR or PERSON IN CHARGE</b>	<b>Check off Column by Department</b>	<b>MONITOR'S COMMENTS</b>
4	Administration & Finance	Wayne Beran		
5				
6	Budget	Darlene Pullin		
7				
8	Finance	Toni Wyer		
9				
10	Financial Aid	Carolyn Mallory		
11				
12	Office of Admissions & Records	Richard Phillips		
13	and Student Services/RO	Trudy Wortham		
14				
15	Human Resources	Laura Smith		
16				
17	LEAD	Rachel Trevino-Garcia		
18				
19	Student Recruitment	Yolanda Gonzalez		
20				
21	Regional Outreach	Margaret Rice		
22				
23	Business Services	Greg Fanelli		
24				
25	Provost	Dr. Dan Jaeckle		
26				
27	Instructional Support Services	Chari Norgard		
28				
29	School of Arts & Sciences	Dr. Dan Jaeckle or Sandra Wood		
30				
31	School of Business	Charles Bullock		
32				
33	School of Education	Dr. Mary Natividad		
34				
35	Facilities Services	2 Staff in Building		
36	<b>Emergency Monitor:</b>		<b>Date:</b>	