

SFS EMERGENCY PLAN - INCIDENT CHECKLIST

Description of Incident:	Date:
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POSITION	√	TEAM LEADER	TEAM MEMBERS
Incident Commander /Assistant			
Liaison			
Plans			
Communications Team			
Operations / Assistant			
Security / Student Checkout			
Medical / First Aid Team			
Search & Rescue Team			
Building Evaluation Team			
Latrine Team			
Logistics Team			
Supplies Coordinator			
Volunteer Coordinator			

	Clear √	STATUS		Clear √	STATUS
MAIN BUILDING			HERBST BLDG		
South Class			3 rd Grade		
North Class			Art Room		
Daycare			4 th Grade		
Admin Offices			Computer Room		
1 st Grade			5 th Grade		
2 nd Grade			MIDDLE SCHOOL		
Spanish			Activity Room		
MS Math			Science Room		
Library			321		
Learning Specialist			322		
Music Room			323		
			311 GAVEN ST.		

UTILITIES	STATUS
Gas- Main Bldg & Herbst	
Gas- Middle School	
Electricity - Main Bldg	
Electricity - Middle School &Herbst	
Electricity – Sub Panel Herbst	
Electricity – Sub Panel PS & Kitchen	
Water Shutoff - Main & Herbst	
Water Shutoff – Middle School	
Sprinkler Shutoff – Main Building	
Sprinkler Shutoff – Middle School	
Utilities 311 Gaven St.	

ACTIONS NEEDED/TAKEN	STATUS