APPENDIX III

Emergency Status Report Form

ST. FRANCIS COLLEGE

EAP EMERGENCY STATUS REPORT

Use this form to communicate directly to the Emergency Operations Center (EOC).

Site Response Team Leader or Building Coordinator:
- ✓ Compile forms from Fire Wardens and forward to EOC
- ✓ Report status by radio, telephone, or runner

Building Coordinator/Fire Wardens:
- ✓ Give Status Reports to Site Response Team Leader
- ✓ Report life-threatening emergencies immediately to 9-1-1, or the EOC (if activated)
- ✓ Building/Floor/Room #:_____Date:_____
- ✓ Department: _____
- ✓ Your Name:_____Telephone _____
- ✓ Your Location:_____
- ✓ Your floor evacuated to:_____
- ✓ Problems/Urgent Needs:
  - o Serious Injuries? Yes no
  - o First Aid Station Established: Location:_____
  - o Fire/Explosion? Yes or No
  - o Status: In progress_____Threat_____Extinguished_____
  - o Building collapse? Yes or No
  - o People trapped?   Yes or No
  - o Disabled evacuated from Building: Yes or No
  - o Hazardous materials spill? Yes or No
  - o Status: In progress_____Threat_____Extinguished_____
- ✓ Services functional? Yes or No
  - o Electrical_____
  - o Emergency lighting_____
  - o Telephones_____
  - o Water_____
  - o Elevators_____
  - o Gas_____
- ✓ Exact Location / Details:

- ✓ Other Observations/Needs:_____

- ✓ MAJOR PROBLEM AT THIS TIME: Yes or No

Request for Personal Emergency Evacuation Plan – Non-Students

 Name_____

Telephone Number_____

Are you registered for SFC Alerts? Yes_____**or   No**_____

Request for assistance in:
- **Alerting**_____**Evacuating**_____**Sheltering**_____**All**_____
- **Semester: Fall**_____**Spring**_____**Summer**_____**Year**_____

	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
General Arrival Time					
General Departure Time					

You must notify Campus Security when you are on campus during off hours, such as the weekend.

Signature_____**Date**_____

For Office Use Only:

Date Request Received: _____

Date Plan Created:_____**By:** _____

Date Applicant Notified:_____**By:** _____

Date Copies Distributed:_____**To:**_____**By:** _____