

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

SAMPLE LOG

Date _____

Important: A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records. **They are legal documents!**

9:50 Approximate time of quake
9:55 Custodian opened container
10:00 Set up command post, Becky Harrison in charge
10:00 Becky says Nurse Nightingale is off campus
10:00 Student accounting forms coming into Command Post
10:00 Teachers are reporting to manpower pool
10:02 Report of Carrie Macintosh trapped in computer lab
10:06 Water running out of boys room by room 3
10:10 S & R teams assigned, team #1 told about Carrie in computer lab
10:14 S & R #3 radio batteries dead
10:15 Broken glass and lights in room 10
10:16 Repairman on office roof prior to quake not seen since
10:17 Aftershock – no injuries reported – students are seated
10:18 All S & R teams check in ok
10:19 Room 20 front door jammed
10:20 Sarah Laws and Mary Hans (parent nurses) here to help
10:21 Becky places Sarah in charge of medical
10:22 Request backboard and 4 carriers to cafeteria
10:22 Nancy Powers assigned stress counseling
10:23 Aftershock – Becky Harrison injured
10:24 All S & R teams check in ok
10:24 Command transferred to Laura Werner
10:25 District EOC on radio – we receive but cannot transmit
10:26 Natural gas leak below bungalow 30
10:27 Custodian sent to check gas leak
10:27 Student release ready – S & R not finished
10:28 Major damage to cafeteria
10:28 Broken windows/lights – room 14
10:29 Burning smell room 23
10:30 Custodian unable to shut off gas by room 30
10:32 Michael Burns here – sent to help custodian
10:33 Room 32 shaken off foundation
10:35 Police helicopter flies over
10:35 Gas leak stopped
10:35 John Forest climbed fence, took son Jeremy
10:36 Michelle Pauls here – assigned with Nancy Powers
10:38 Medical – reports total 9 minor injuries, 1 broken leg

LOGSAMP