

## 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 CP  
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 & 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 bungalow 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