

Emergency Evacuation Incident Documentation Template

General Information

Date of Incident:

Time of Incident:

Location:

Incident Reported By:

Evacuation Details

Evacuation Start Time:

Evacuation End Time:

Number of People Evacuated:

Evacuation Team Leader:

Description of Incident

Evacuation Procedures Followed

Injuries or Medical Issues

Observations & Lessons Learned

Additional Comments

Documented By:

Date:

Signature:
