

# 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

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Documented By:

Date:

Signature: