

School Emergency Evacuation Incident Report

School Name

Date of Incident

Time of Incident

Location (Building/Area)

Person Completing Report

Incident Details

Type of Emergency

e.g. Fire, Gas Leak, Earthquake

How was emergency detected/reported?

Immediate Actions Taken

Time Evacuation Started

Time Evacuation Completed

Persons Involved

List names and roles of staff, students, or others involved

Injuries/Damages

Were there any injuries or damages? If yes, provide details.

Communication

Who was notified? (e.g. Emergency Services, Parents, District Office)

Additional Comments/Recommendations

Report Completed by

Date

Signature