

# Fire Evacuation Incident Report Form

## Hotel Premises

### General Information

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Date of Incident

Time of Incident

Location (Floor/Area/Room)

Reported By

Contact Details

### Incident Details

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Description of Incident

Action Taken (Evacuation Procedures, Alarms Activated, etc.)

### Evacuation Details

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Time Evacuation Started

Time Evacuation Completed

Areas Evacuated

Number of Persons Evacuated

[Redacted]

Were All Persons Accounted For?

-- Select --



### **Injuries / Damage**

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Injuries or Fatalities (if any, specify)

[Redacted]

Property Damage (if any, specify)

[Redacted]

### **Witnesses**

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Witness Names & Contact Details

[Redacted]

### **Reported To**

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Local Fire Department Notified?

-- Select --



Time Notified

[Redacted]

Name & Signature of Person Completing Report

[Redacted]

Date

[Redacted]