

Emergency Attendance Sheet

Teachers and staff: In the event a Universal Emergency Response is ordered, please complete the following Emergency Attendance sheet. It will be collected or requested; wait for directions on the collection process.

Teacher Name: _____

Evacuation

Lockdown

Severe Weather

Once completed, hold for collection.

Once completed, hold until requested by IC or designee.

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Number of individuals in room or with teacher: _____

Classroom No.: _____

Students only

Students/others

Names of individuals, including adults in classroom or with reporting teacher NOT scheduled to be there:

Individuals missing from room or assigned teacher:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Injuries (if any) or medical situations requiring attention:

No Yes:

Signature: _____

Time: _____

Lockdown Only:

Physical damage to classroom?

No Yes:

On the back of this sheet, please write the names of all individuals in the room or with teacher reporting.