

ACCOUNTABILITY REPORT

(Evacuation Assembly Area)

Teacher/Supervisor Name: _____

Room #: _____

Student/Staff Accountability

EVERYBODY PRESENT – all students/personnel accounted for in my assigned EAA.

KNOWN ABSENTEES FOR TODAY

ID #	NAME

Problems As Follows

THERE ARE WOUNDED IN MY EVACUATION ASSEMBLY AREA.

THE INJURED STUDENTS/PERSONNEL THAT WERE LEFT IN MY CLASSROOM ARE:

ID #	VICTIM'S NAME	EXACT LOCATION

STUDENTS/PERSONNEL MISSING FROM THIS EVACUATION ASSEMBLY AREA

ID #	ABSENTEE'S NAME	LAST KNOWN LOCATION

Please complete as QUICKLY & ACCURATELY as possible and give it to your GROUP LEADER.

ACCOUNTABILITY REPORT

(Lockdown, Reverse Evacuation, Shelter In Place)

Teacher/Supervisor Name: _____

Room #: _____

Student/Staff Accountability

EVERYBODY PRESENT – all students/personnel present in my classroom.

KNOWN ABSENTEES FOR TODAY

ID #	NAME

ADDITIONAL STUDENTS BROUGHT INTO YOUR CLASSROOM

ID #	NAME

Problems As Follows

THE INJURED STUDENTS/PERSONNEL IN MY CLASSROOM ARE AS FOLLOWS:

ID #	NAME