APPENDIX I EMERGENCY RECORD SHEETS

- I-1 STAFF ATTENDANCE
- I-2 CLASS ATTENDANCE
- I-3 INJURY LOG
- I-4 STUDENT RELEASE LOG



STAFF ATTENDANCE



To be completed for Teaching and Support Staff and forwarded to the Command Centre

Recorded By:			
<u>ATTENDANCE</u>			
Present:		Time Recorded:	AM/PM
Absent:			
Missing:			
MISSING PERSO	N SEARCH REQUEST (for Search	n and Rescue Unit)	
Name		Last Known Place of Missing Person	

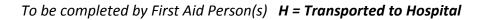
CLASS ATTENDANCE



To be completed by Class Teacher for both Students and Support Staff and forwarded to the Command Centre with Master Class List

Division:		Recorded B	y:			
<u>ATTENDANCE</u>						
Present:			Tim	e Recorded:		AM/PM
Absent:						
Missing:						
MISSING PERSO	N SEARCH REQUES	T (for Search	n and	Rescue Unit)		
Name			Last	Last Known Place of Missing Person		

INJURY LOG





Recorded By:		Date:	
Injured's Name	Injury/Treatment		Н

STUDENT RELEASE LOG

To be completed by Class Teacher



|--|

Student Name	Released to (name)	Time/Date