

APPENDIX I

EMERGENCY RECORD SHEETS

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

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STAFF ATTENDANCE

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



Recorded By:	
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<u>ATTENDANCE</u>				
Present:		Time Recorded:		AM/PM
Absent:				
Missing:				

<u>MISSING PERSON SEARCH REQUEST</u> (for Search 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 By:	
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<u>ATTENDANCE</u>			
Present:		Time Recorded:	AM/PM
Absent:			
Missing:			

<u>MISSING PERSON SEARCH REQUEST</u> (for Search and Rescue Unit)	
Name	Last Known Place of Missing Person

INJURY LOG

To be completed by First Aid Person(s) **H = Transported to Hospital**



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

STUDENT RELEASE LOG

To be completed by Class Teacher



Division:		Recorded By:	
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Student Name	Released to (name)	Time/Date