

# CENSUS REPORT: Complete after room evacuation

Name of Teacher/Manager: \_\_\_\_\_

Room Number: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Report Given to: \_\_\_\_\_

## Complete section one or two (and section three if applicable):

1. Everyone accounted for: All students/personnel are present and in the Student Assembly Area except students who were absent and listed below.
2. There are students/personnel not accounted for and missing from the Student Assembly Area who are assigned to this teacher/manager (If there are other students missing, label and add them to back of this sheet):

Names:

Last Known Location:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

3. There are extra students/personnel in my the Student Assembly Area who are not assigned to me. They are not with their regular teacher. (If there are other extra students, label and add them to back of this sheet):

Names:

Regular Teachers Name:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

Students who were absent this period before evacuating your room (If there are others absent, list their names on the back of this sheet):

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

## Other Problems are as follows:

\_\_\_ There are walking wounded with the teacher/manager at the Student Assembly Area:

Number of wounded: \_\_\_\_\_

\_\_\_ There are injured students/personnel who belong to this teacher/manager and had to be left behind when the classroom was evacuated:

Names:

Where Located:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**This form must be turned in to the Area Supervisor for your assembly area.**  
**The Area Supervisor will get this form to the Command Center.**