Evacuation - Faculty & Staff Head Count Form

Instructions for Faculty & Staff: Upon reaching the evacuation area, one or more faculty members should assign their students to a colleague and use this form to gather the evacuation site head count (column 1,2,3 & 4). Return the form to any emergency response team member wearing a vest. Fill in columns 5 & 6 only as needed.

1. Building Name	2. Room #/Office	3. How many people at assembly from your class or office?	4. Name of faculty/staff reporting the information	5. Are there injured, missing or trapped people from your class or office? List details on back.	6. Circle any HAZARDS reported and list details on the back if needed				
				Yes / No	G	F	E	W	C
				Yes / No	G	F	E	W	C
				Yes / No	G	F	E	W	C
				Yes / No	G	F	E	W	C
				Yes / No	G	F	E	W	C
				Yes / No	G	F	E	W	C
				Yes / No	G	F	E	W	C
				Yes / No	G	F	E	W	C
Totals					Gas	Fire	Electrical	Water	Chemical

Faculty & Staff please offer guidance to students and remain on campus until released by a response team member

- ✓ Stay off telephones unless you are reporting a life threatening emergency
- ✓ Do not re-enter the campus until the Safety Team tells you it is safe
- ✓ No moving vehicles in parking lots during an evacuation!

Instructions:

1. Faculty member who is assisting with the head count…***Fill out this form*** and turn it in to the Check In station.

- **Print** the building and room # and the number of people who are with each faculty/staff member right now. Include the name of the faculty/staff member.
- ***Send any people who need medical treatment to the Medical Station near Check In***
- List name and the location last seen for missing or trapped people
- List any hazards observed (smell smoke/gas, fire, broken water lines)
- Make this form work for you. Write as much information as is needed to clearly convey the message.

- ✓ Be aware of **signs of shock** (pale, decreased mental status, shivering or sweating, sudden aggression)
  - Lie the person down
  - Control body temperature
  - Don't give them anything to eat or drink
  - Request medical assistance

Thank you for your assistance!