

Incident report worksheet

Internal record supporting the diocesan report. Use the official diocesan form for submission.

Facility (CTKP / MARQ / ECDC)

Incident or drill date and time

Prepared by and contact

Exact location and incident type

Person involved and relationship to facility

Factual description of what happened

Witness names and contact details

Injury or damage observed

Actions taken and responder information

Notifications made and times

Attachments and follow up owner

Vehicle accident worksheet

Internal record. Confirm the current insurer, policy and required claim form before filing.

Facility (CTKP / MARQ / ECDC)

Incident or drill date and time

Prepared by and contact

Accident location and conditions

Driver name and contact

Vehicle owner, year, make, model, plate and VIN

Insurer, policy number and policy period

Other driver, vehicle and insurance details

Passengers, injuries and witnesses

Factual account, damage and photo references

Police agency, report number and officer

Tow location, notifications and next action

Property loss worksheet

Internal record supporting a property claim. This is not an insurer claim form.

Facility (CTKP / MARQ / ECDC)

Incident or drill date and time

Prepared by and contact

Location and date loss was discovered

Type of loss and factual description

Damaged property, equipment and asset identifiers

Photo, video and evidence references

Temporary protective actions and authorizing person

Repair estimates, vendors, invoices and amounts

Insurer, policy and claim number

Notifications, assigned owner and next action

Claim action tracker

Internal tracking for auto, property, liability, student accident or employee injury claims.

Facility (CTKP / MARQ / ECDC)

Incident or drill date and time

Prepared by and contact

Claim type and linked incident number

Current insurer, policy period and policy number

Claim number, adjuster and contact details

Required form and version confirmed by

Reporting deadline confirmed by insurer and source

Action log: date, action, owner, due date and status

Evidence and documents submitted with dates

Acknowledgment, outstanding requests and next review

Resolution, approval and records location

Student accountability sheet

Based on the emergency manual. Send missing or injured information to command promptly.

Facility (CTKP / MARQ / ECDC)

Incident or drill date and time

Prepared by and contact

Group lead, grade or room and safety zone

Evacuation start and arrival times

Students assigned, present and red or green card status

Missing students: name, last location, time and reported to

Injured students: name, concern, first aid and transfer

Additional students: name, home teacher, time and notes

Roll call, check in and report handoff details

Parent reunification log

Verify identity and authorized pickup through RenWeb or FACTS before release, as directed in the manual.

Facility (CTKP / MARQ / ECDC)

Incident or drill date and time

Prepared by and contact

Reunification location and coordinating staff

Release 1: student, class, adult, ID checked, time and staff initials

Release 2: student, class, adult, ID checked, time and staff initials

Release 3: student, class, adult, ID checked, time and staff initials

Release 4: student, class, adult, ID checked, time and staff initials

Release 5: student, class, adult, ID checked, time and staff initials

Exceptions referred to command and disposition

Medical response record

Document observations and actions taken. Follow the approved manual and responder instructions.

Facility (CTKP / MARQ / ECDC)

Incident or drill date and time

Prepared by and contact

Person, location and time first observed

Observed condition or reported symptoms

Responder or first aid provider

Care provided and time of each action

911 call, EMS arrival and transfer times

EMS unit and destination if known

Administration and guardian notification with times

Prepared by signature, follow up and handoff

Emergency teacher and EOC report

Based on the manual teacher report. Attach the class roster and send the report to the EOC.

Facility (CTKP / MARQ / ECDC)

Incident or drill date and time

Prepared by and contact

Teacher, room and assembly location

Roster attachment and total students assigned

Students present and time roll call completed

Students absent from school

Students injured and left in room with exact location

Students not accounted for and last known location

Students sent to first aid and destination

Students picked up: authorized adult, time and staff initials

Sent to EOC: recipient, time and method

Drill summary and corrective actions

Companion to the original fillable Emergency Drill Evaluation Form. Complete that checklist for the full evaluation.

Facility (CTKP / MARQ / ECDC)

Incident or drill date and time

Prepared by and contact

Drill type, start and end time, building or facility wide

Alarm, evacuation and headcount observations

Emergency response team and training observations

Issues or delays identified

Corrective action, owner and due date

Routed to and date

Completion verified by and date

Recovery and restoration checklist

Based on the manual recovery checklist. Reentry requires clearance by authorities.

Facility (CTKP / MARQ / ECDC)

Incident or drill date and time

Prepared by and contact

Reentry clearance: authority, date and time

Damage, hazards and restricted areas documented

Utilities status and authorized restoration

Student and staff support coordinated

Approved family and staff communications issued

Accountability and reunification records retained

Diocesan reports and after action report status

Corrective action owner, due date and completion

After action report

Internal record supporting the manual recovery and corrective action process.

Facility (CTKP / MARQ / ECDC)

Incident or drill date and time

Prepared by and contact

Incident summary and response objectives

Timeline and key decisions

What worked well

Gaps, delays and contributing factors

Corrective actions with owner and due date

Resources, training or policy review needed

Reviewed by, review date and next check

Incident command and action log

Companion to the Administration Emergency Action Quick Reference Plan in the manual.

Facility (CTKP / MARQ / ECDC)

Incident or drill date and time

Prepared by and contact

Incident type, building or area and start time

Incident commander and command post location

911, alarm and administration notification times

Evacuation or shelter location and accountability status

First aid and reunification station status

Time stamped decisions, actions and responsible people

Resources requested and responder handoffs

All clear authority, time and incident end time

Parent communication worksheet

Messages require Incident Command authorization. Confirm facts before sending; source scripts remain in the manual.

Facility (CTKP / MARQ / ECDC)

Incident or drill date and time

Prepared by and contact

Message type: evacuation, reunification, shelter or all clear

Verified incident facts and source

Audience and communication channel

Message text approved for release

Reunification location, timing and identification instructions

Approved by and time

Sent by, sent time and next update

Facility use checklist

Companion to the existing Facility Use Checklist spreadsheet. Record verification and document references.

Facility (CTKP / MARQ / ECDC)

Incident or drill date and time

Prepared by and contact

Event, applicant and event dates

Agreement, security deposit and insurance verification

Teacher or supervisor names and roles

VIRTUS, policy, conduct and background check verification

Verification dates and secure document locations

Facility payment date and amount

Deposit return date, amount and approval

Outstanding requirements and responsible owner