Facility:

Event Name:

Type of Event:

Date/Time of Event:

Participating Agencies/Organization:

Description of Event (be specific):

Outcome of Event:
(How many of who (organizations) participated when, where, how long, focused on …)

Participants’ Input:
(Input from facility’s actual participating employees)

After Event Analysis:
(Lessons learned, changes, additions, deletions to facility and community policies, procedures, training, equipment, staffing requirements, etc.)

Conclusions: