

Name (Facility Renter)

"Inspire learners, Integrate sustainability, Involve community"

SCHOOL DISTRICT NO. 64

PROCEDURE 6850-4 (form) User Group Emergency Procedures: Attendance and Injury Report

Emergency Procedure: All attendees must sign in prior to commencement of your event. Please make note and communicate to attendees of the nearest emergency exit and muster station. This attendance sheet will be presented to district or emergency services personnel should an evacuation be required.

Event Name	
Number in attendance	
Name	Signature

April 13, 2022



"Inspire learners, Integrate sustainability, Involve community"

SCHOOL DISTRICT NO. 64

PROCEDURE 6850-4 (form)

User Group Emergency Procedures: Attendance and Injury Report

User Group Injury Form – The School District will not manage your injury claim but needs to be informed of the event. If there is an injury during your facility rental and the injury is reported to your insurance company, fill out this form and return it to Plant Services in person at 160 Rainbow Road, scan to booking@sd64.org, or fax 250 537 9708.

Injured Party Information		
Last Name	First Name	
Phone	Email	
Event Details		
Event Name	Contact Name	
Contact Phone	Contact Email	
Insurance Provider	Policy Number	
Date of Incident	Time of Incident	
Describe how the incident happened:		
Describe the injury in detail (what part of the body was injured):		
Describe the location in the building where the injury happened:		
Witness Name 1	Witness Contact 1	
Witness Name 2	Witness Contact 2	

April 13, 2022 2