

Muster / Roll-Call Sheet

Muster Details

Muster Location*: _____

Date*: _____

Time*: _____

Muster Coordinator Name*: _____

Type of Event*: _____ Options: Drill, Actual Emergency, Other

Number of Persons Expected*: _____

Personnel Roll-Call

Personnel Records:

Name	Department	Present	Time Verified

Options for 'Present': Yes, No

Summary & Sign-Off

Names of Missing Persons: _____

Immediate Actions Taken: _____

Emergency Services Notified

Details / Reference No.: (Fill only if applicable)

Coordinator Signature*: _____

(Sign above)