

Emergency Report

(School Code 24 PS 7-751)

# School Entity Information

School Entity:

Contact Name:

Contact Title:

Phone:

E-mail:

# Situation/Event

Location:

Date of Occurrence:

Describe the situation or event that has occurred and how it has rendered the affected area or system closed or unusable demonstrating that an emergency exists:

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Describe the process used to solicit three bids, the bids received, and how an award was made to the lowest responsible bidder:

Signature (School Entity Contact) Date