**Please email to** [**EOC@schools.nyc.gov**](mailto:EOC@schools.nyc.gov) **or call 718-233-8515 and provide the below information. Thank you.**

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| **Reporter’s Name and NYCDOE Email:** |
| **School Site (Building Code, DBN or School Name):** |
| **Incident Description (please provide as many details as you can, answering who, what, when and where):** |