



# Wyandotte Public Schools Emergency Evacuation Site Evaluation Form

School: WILSON MS Date: 10/10/2019 ☒ Drill or ☐ Real Event  
Evacuation Site: \*JEFFERSON ELEM. / TLC (attached)

* 9:15 am	Start Time	9:28	Time all students and staff accounted for
9:19 am	Time 1 <sup>st</sup> person entered evacuation site	9:29	Time all clear is given
9:23	Time last person entered evacuation site	9:34	Time last person exits evacuation site

☐ Fire/Explosion ☐ Chemical Release ☐ Bomb Threat ☐ Inside Gas Leak

Student and Staff Response	YES	NO	N/A	NOTES
All students & staff enter quietly and orderly	✓			w/teacher signs ✓+
Teachers have class lists or attendance records	✓			
Teachers have To-Go Bags		✓		
All kitchen staff evacuated & are accounted for	✓			
All guests evacuated & are accounted for	✓			
Students & staff remain quiet and orderly	✓			very nice job
Students & staff depart in orderly manner	✓			
Safe Team Response	YES	NO	N/A	NOTES
Effective Communication	✓			
District Office and Police/Fire notified	✓			
Building To-Go Box is brought to evacuation site	✓			
Reunification area designated and equipped	<del>WALK</del>		✓	
All students reunited with their classroom teacher	✓			
All students, staff, & guests accounted for	✓			PRINCIPAL: teacher list needed
Parents notified			✓	
I.D.s placed on students (if necessary)			✓	
Buses delivered (if necessary)			✓	
All clear given to return to building (if necessary)	✓			
Evacuation Site Issues	YES	NO	N/A	NOTES
Enough space for everyone	✓			
Able to communicate clearly & effectively	✓			
Adequate space for reunification table	✓			

**TARGET #1:** To completely evacuate a building in a safe, orderly, timely, and efficient manner where all students, staff, and guests are accounted for in a safe location.

**Target #2:** To enable students to reunite with their families in a safe and orderly manner or to return to their classrooms.

Comments: - Center program go to library in future

- 2 tables for reunification? - bring microphone  
- Release by table to prevent bottleneck

Administrator or Staff Conducting Drill: CAROL MAKUCH / BERNIE BOWERS  
Administrator or Staff Conducting Evaluation: TONYA BRODIE

Updated: May 2018