



# Wyandotte Public Schools Emergency Evacuation Site Evaluation Form

School: TLC Date: 10/18/19 ☒ Drill or ☐ Real Event  
Evacuation Site: WMS

9 AM	Start Time	9:20 AM	Time all students and staff accounted for
9:12 AM	Time 1 <sup>st</sup> person entered evacuation site	9:20 AM	Time all clear is given
9:16	Time last person entered evacuation site	9:25 AM	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	✓			
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	✓			
Students & staff depart in orderly manner	✓			one student fell
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				
All students reunited with their classroom teacher	✓			
All students, staff, & guests accounted for	✓			
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: I think the drill was very successful. Students cooperated well with staff and followed directions in an orderly fashion. At the end, one student did not want to leave but after a minute or so she decided to cooperate.

Administrator or Staff Conducting Drill: Bernie Bowers  
Administrator or Staff Conducting Evaluation: Ana Garza

Updated: May 2018

*KSP 10/18/19*