



Wyandotte Public Schools Emergency Evacuation Site Evaluation Form

School: MONROE ELEMENTARY Date: 10/2/2019 ☒ Drill or ☐ Real Event
Evacuation Site: JO BRIGHTON CENTER

9am	Start Time	9:21	Time all students and staff accounted for
9:14	Time 1 st person entered evacuation site	9:22	Time all clear is given
9:20	Time last person entered evacuation site	9:28	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 <u>quietly</u> and orderly	✓			<u>used both doors</u>
Teachers have class lists or attendance records	✓			<u>some</u>
Teachers have To-Go Bags	✓			
All kitchen staff evacuated & are accounted for			✓	
All guests evacuated & are accounted for	✓			
Students & staff remain quiet and orderly		✓		<u>address volume</u>
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	✓			
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		✓		<u>Megaphone</u>
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: all out of Monroe @ 9:05 am
in view from Jo Brighton @ 9:12 am

ok pp
10/2/2019

Administrator or Staff Conducting Drill: BERNIE BOWERS
Administrator or Staff Conducting Evaluation: TONYA BRODIE

Updated: May 2018