



Wyandotte Public Schools Emergency Evacuation Site Evaluation Form

School: EARLY CHILDHOOD CENTER Date: 9/24/2019 ☒ Drill or ☐ Real Event
Evacuation Site: OUR LADY MT. CARMEL CHURCH

10am	Start Time	10:05	Time all students and staff accounted for
10:01am	Time 1 st person entered evacuation site	10:04	Time all clear is given
10:04	Time last person entered evacuation site	n/a	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	✓			1 CLASS ON WALK BUGGIES*
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	✓			
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: _____

OK/PB
9/24/2019

Administrator or Staff Conducting Drill: Melissa Petty
Administrator or Staff Conducting Evaluation: Bernie Bowers/Tonya Brodie

Updated: May 2018