



Wyandotte Public Schools Emergency Evacuation Site Evaluation Form

School: GARFIELD Date: 4/30/2021 ☒ Drill or ☐ Real Event
Evacuation Site: N/A DUE TO COVID-19

9:22	Start Time		Time all students and staff accounted for
N/A	Time 1 st person entered evacuation site	9:24	Time all clear is given
	Time last person entered evacuation site		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	✓			
NOTE:				
Safe Team Response	YES	NO	N/A	NOTES
Effective Communication	✓			WALKIE TALKIES
District Office and Police/Fire notified	✓			NO POLICE/FIRE
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)	✓			
NOTE:				
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: Students did not walk to or enter their usual evacuation site due to current COVID restrictions.

Administrator or Staff Conducting Drill: _____

Administrator or Staff Conducting Evaluation: Bradie