



Wyandotte Public Schools Emergency Evacuation Site Evaluation Form

School: Madison Date: 6/11/19 ☒ Drill or ☐ Real Event
Evacuation Site: Paragon

<u>12:25</u>	Start Time	<u>12:46</u>	Time all students and staff accounted for
<u>12:36</u>	Time 1 st person entered evacuation site	<u>12:47</u>	Time all clear is given
<u>12:46</u>	Time last person entered evacuation site	<u>12:55</u>	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	<input checked="" type="checkbox"/>			
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	<input checked="" type="checkbox"/>			
Students & staff depart in orderly manner	<input checked="" type="checkbox"/>			
Safe Team Response	YES	NO	N/A	NOTES
Effective Communication	<input checked="" type="checkbox"/>			
District Office and Police/Fire notified	<input checked="" type="checkbox"/>			
Building To-Go Box is brought to evacuation site	<input checked="" type="checkbox"/>			
Reunification area designated and equipped		<input checked="" type="checkbox"/>		
All students reunited with their classroom teacher	<input checked="" type="checkbox"/>			
All students, staff, & guests accounted for	<input checked="" type="checkbox"/>			
Parents notified			<input checked="" type="checkbox"/>	
I.D.s placed on students (if necessary)			<input checked="" type="checkbox"/>	
Buses delivered (if necessary)	<input checked="" type="checkbox"/>			
All clear given to return to building (if necessary)	<input checked="" type="checkbox"/>			
Evacuation Site Issues	YES	NO	N/A	NOTES
Enough space for everyone	<input checked="" type="checkbox"/>			<u>Tight, but enough</u>
Able to communicate clearly & effectively	<input checked="" type="checkbox"/>			<u>space</u>
Adequate space for reunification table	<input checked="" type="checkbox"/>			

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: ① Should enter thru both doors to avoid bottle-neck when entering. (Staff needs to pre-plan this.)

② Buses brought studs. Paragon was told there would not be buses.

Administrator or Staff Conducting Drill: April Ritz

Administrator or Staff Conducting Evaluation: B. Eyster

Updated: May 2018