



CRISIS CHECK LIST: This report is to be completed immediately after each CRISIS and a copy sent to your Building Marshal.

Nature of the Incident: _____ Speed of Evacuation (in minutes): _____

KDES (check one or more)

- Grades 3rd/4th/5th – 1st Floor – West 1100s ~ 1200s
- Grades 6th/7th/8th – 1st Floor – East 1300s ~ 1400s
- Auditorium/Front Office – 2nd Floor - NW 2000s ~ 2100s
- Student Services – 2nd Floor - NW 2300s
- SHS/Technology – 2nd Floor - NE 2500s
- Cafeteria/PE/Gym/Pool – 2nd Floor - East 2700s ~ 2900s
- ECE – 2nd Floor - SW 2200s ~ 2600s
- Grades K-2 – 2nd Floor - SE 2400s ~ 2800s
- CAO2/AO/HR – 3rd Floor - West 3100s ~ 3200s
- Library/PDD – 3rd Floor – North & South 3300s ~ 3400s
- Work Rm & PR – 3rd Floor – North & South 3500s ~ 3600s
- After School Program – 3rd Floor - East 3700s ~ 3900s

MSSD (check one or more)

- EZ/Arts/SL Annex/Hobbs – 1st Floor - East 116 ~ 140
- Social Studies – 1st Floor - East 121 ~ 139
- LRC/Front Office/Orientation – 1st Floor - West 100 ~ 121
- Science Dept./Cafeteria – 1st Floor - West 101 ~ 108
- SL Upper Level/Comm./CA – 2nd Floor - East 214 ~ 238
- Math Department – 2nd Floor - East 220 ~ 233
- EPO/Counseling – 2nd Floor - West 211 ~ 219
- English Department – 2nd Floor - West 201 ~ 207
- Plan'g, Dev. & Diss. (PDD) – 2nd Floor - West 200 ~ 214
- SL Annex/Eagle Zone/Theatre Malz 116 ~ 238
- MSSD Residence Hall G00s ~ 300s
- Gym & Pool 100s ~ 200s

TO BE CONDUCTED AT TIME OF EVACUATION (check one or more)

TO BE COMPLETED BY BUILDING MARSHAL

- Yes No N/A Department of Public Safety was notified.
- Yes No N/A Evacuation was conducted promptly.
- Yes No N/A Team members carried out all assigned duties (floor search, head count, etc.).
- Yes No N/A Assistants to the physically disabled and non-ambulatory were assigned.
- Yes No N/A Fire alarm, strobe lights, bells, and all equipment (TV & Text Message Board) were clearly heard or seen, and functioning properly in all areas.

TO BE COMPLETED BY FLOOR CAPTAIN

- Yes No N/A Evacuation was conducted in a smooth and orderly manner.
- Yes No N/A Doors to classrooms, offices, etc. were closed, and door blinds were opened.
- Yes No N/A All occupants evacuated the building; were evacuated to a safe distance; and met a pre-designated meeting place.
- Yes No N/A Students were kept calm and orderly at evacuation site.
- Yes No N/A Occupants waited for "All Clear" signal.
- Yes No N/A Assistants to the physically disabled and non-ambulatory were assigned.
- Yes No N/A Fire alarm, strobe lights, bells, and all equipment (TV & Text Message Board) were clearly heard or seen, and functioning properly in all areas.
- Yes No N/A Electrical devices; i.e. oven, heater, and fan, were turned off, and lights were turned off.

AT EVACUATION/SAFE SITE (TO BE COMPLETED BY FLOOR CAPTAIN)

- Yes No N/A Introduce yourself; lead teachers/staff/students to safe areas.
- Yes No N/A Explain to children/students the nature of crisis

REMARKS/RECOMMENDATIONS: Explain all "NO" answers and make additional comments, problems encountered, etc.

Marshal Captain Print Name: _____ Signature: _____