



## **EVACUATION EVALUATION FOR SCHOOLS LOCATED IN COASTAL AREAS\***

### **Evaluation tool for evacuations during the SHAKE OUT exercise for schools located in COASTAL areas.**

This evaluation tool's objective is for both school personnel and surrounding professionals to evaluate how effective the exercise is, making sure to fulfill the school's Multirisk Plan when faced with an event such as an earthquake, which could be accompanied by a tsunami warning for Puerto Rico and the Virgin Islands. It is hoped that, through practice, you will be able to identify the areas in the emergency plan or in the school's infrastructure that need some strengthening to guarantee a better response when the time comes to face an emergency of this type.

\*Coastal areas are those included within the tsunami evacuation zones (see the corresponding maps for each coastal municipality).

### **PLEASE ANSWER IN LEGIBLE HANDWRITING**

<b>Institution / School (to be evaluated):</b>	
<b>Address:</b>	
<b>School principal's name:</b>	
<b>Evaluator's name:</b> <b>Agency:</b>	
<b>Evaluated area:</b>	
<b>Date:</b> <b>Time:</b>	

#### **Answer the following questions:**

1. Was the operational emergency plan put into action?	
2. Time the exercise started (time when the school community was alerted):	
3. Time the evacuation started (meaning the exiting of classrooms or offices):	
4. Method used to spread alerts (loudspeakers, schoolbell, etc.):	
5. Number of people present:	
6. Approximate distance between the place that's been evacuated and the meeting place:	
7. Time in which the evacuation was completed (when the last person left the school):	



8. Amount of people evacuated (when attendance was taken in the final meeting place):	
9. Time in which the exercise was completed (once everyone has arrived to the meeting place, away from the evacuation zone):	

Please answer the following questions with a checkmark (✓) under the option that best reflects your understanding

EVALUATION CRITERIA	YES	NO
1. Does the current operational plan have emergency protocols for earthquakes and tsunamis?		
2. Were any hazard mitigation measures against non-structural dangers done in the school's classrooms and offices (anchoring shelves, closing gas lines, securing cabinets, etc.)?		
3. Are all emergency exits duly identified and accessible for evacuations?		
4. Does every classroom, office, library, auditorium, etc. have an emergency backpack?		
5. Is every floor equipped with fire extinguishers with up-to-date inspections (one year or less)?		
6. Does every classroom have an evacuation diagram or sketch (including identification of emergency exits, fire extinguishers, and the locations of gas tanks, septic tanks or grease traps, as applies)?		
7. Was anyone assigned as operations official, or were there any alternate officials during the evacuation?		
8. Were there any floor or area coordinators, or alternate coordinators for the evacuation?		
9. Was the amount of people evacuated counted?		
10. Did the evacuation take place according to what was established in the School's Multirisk Plan?		
11. Was the reunion place for the evacuated people adequate, safe, and secure?		
12. Did the people in charge of the exercise show they were capable of directing it?		
13. Did the student body show they were capable of responding to an earthquake emergency?		
14. Did the student body show they were capable of responding to a tsunami emergency?		
15. Did the exercise seem like an effective way to respond to an earthquake?		
16. Does the school have ways to receive official earthquake and tsunami alerts (like a NOAA radio)?		
17. Do any specific processes to manage and assist people with disabilities or special needs during an evacuation exist?		
18. Is there a register for the resources and supplies available in case of an emergency (like water, food, medication)?		



**Comments**

---

---

---

---

---

**What can be done better next time?**

---

---

---

---

---