



**EVACUATION EVALUATION FOR LODGINGS LOCATED
IN NON-COASTAL AREAS***

Evaluation tool for evacuations done during the SHAKE OUT exercise for lodgings (including but not limited to: hotels, inns, guesthouses, etc.) located in NON-coastal areas

This evaluation tool's objective is for both personnel and lodging administrators to be able to evaluate how effective the exercise is in regards to your Emergency Plan. This exercise is focused on an earthquake that may 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 that need some strengthening, be they in the emergency plan or in the general infrastructure, to guarantee a better response when the time comes to face an emergency of this type.

*NON-coastal areas are those that are outside of tsunami evacuation zones (see the corresponding maps for each coastal municipality) and municipalities located in the center of the island.

PLEASE ANSWER IN LEGIBLE HANDWRITING

Name of lodging:	
Address:	
Security manager:	
Evaluator's name:	
Agency:	
Evaluated area:	
Date / time:	

Answer the following questions:

1. Was the operational emergency plan put into action?	
2. Time the exercise started:	
3. Time the evacuation started (when personnel started exiting offices):	
4. Method used to spread alerts (loudspeakers, alarms, etc.):	
5. Number of people present:	
6. Time in which the evacuation was completed (when the last person left the facilities):	
7. Amount of people evacuated (at the time of taking attendance in the final meeting place):	
8. Time in which the exercise was completed (everyone has arrived to the meeting place)	
9. Did you receive any of the exercise's official alerts via television, radio, cellphone, etc.?	



Please answer the following questions using these scores:

- **1-2:** Bad (requires urgent improvements).
- **3:** Adequate (there are some areas to improve).
- **4:** Good (small adjustments necessary).
- **5:** Excellent (completely prepared for an earthquake).

Note: Mention the areas in need of improvement in the “observations” section at the end of the document.

AREA OF EVALUATION	EVALUATION CRITERIA	Score (1-5)
Emergency Plan	Is there an emergency plan for earthquakes that is up to date and properly distributed?	
	Does the plan include procedures for evacuations and administering first aid?	
	Have security inspections been carried out to identify both structural and non-structural dangers within the facilities?	
	Does the plan include coordination with local authorities and emergency agencies in case of an earthquake?	
	Is the emergency plan revised periodically?	
	Does the plan address how people with disabilities or special needs will be tended to?	
Evacuation	Are all of the lodging’s emergency exits properly and clearly identified? Are these exits easily accessible?	
	Have any meeting points been established outside the lodging?	
	Does the lodging have emergency backpacks in meeting rooms, bedrooms, and common areas?	
	Does every area have a diagram or sketch identifying the evacuation route?	
	Were the evacuated people counted?	
	Was the evacuation carried out according to what was established in the emergency plan?	
Drill and Training	Has the personnel received training on the procedures established in the emergency plan, including procedures for post-earthquake inspections?	
	Did the people in charge of the exercise show they were capable of leading it?	
	Was the exercise an effective way to respond to an earthquake?	
	Did the personnel show they were capable of responding to an emergency?	
Communications	Does the plan include a communication system to alert guests and personnel during an emergency (like loudspeakers, intercom, etc.)?	
	Is there a communication plan to keep guests and personnel informed during and after an emergency?	
	Are guests informed of the meeting or assembly point(s) and emergency plans during their check-in?	
Emergency Equipment	Is every floor equipped with fire extinguishing devices (fire extinguishers, hoses, etc.)?	

