



EARTHQUAKE DRILL EVALUATION FORM No. 3

(Evaluation Guide for Drills with Scenario and Activation of the Incident Management Team)

Location : _____

Date of Drill : _____

Time of Evacuation started : _____

Time of Evacuation ended : _____

Type of Scenario : _____

Directions:

- Please place a check on the YES or NO column depending on your observations and kindly write your remarks.
- Key points shall serve as guide for the evaluators but not limited to the following:

PARTICULARS	YES	NO	REMARKS
Is there an EXISTING and UPDATED Evacuation Plan for Earthquake and other Hazards?			
Has the Evacuation Plan been disseminated to ALL employees and STUDENTS? Have emergency duties been reviewed by ALL employees concerned?			
Are the students / employees aware of the designated evacuation areas and routes as indicated in the Evacuation Plan?			
Damages and Needs Assessment (DANA) Team			
The Team Leader is visible and Identifiable			
The team were able to inspect and assess the building status			
The team assured that all utility switches were shut off			
The Team reported to the IC the status of the buildings			
Assures the safety of responders			
Incident Commander (IC)			
The Incident Commander is visible/identifiable			
There was an established Command Post			
Incident Command Post (ICP) logistics used (whiteboard, table, communication equipment, and others)			
Assessed the incident			
Briefing on the incident was conducted			
Operation Section			
The Section Chief is visible and identifiable			
The Team Leaders leads the Operation			
Reports to Incident Commander(IC)			
Staging area			
The staging area is visible and identifiable			
Established staging area according to deployment			
Maintains records of all victims transported, hospitals and others			
Fire Brigade			
There is a Fire Brigade team established.			
The Brigade leader and members are visible and identifiable			
The members are properly trained on Fire Suppression and responding to Fire emergencies.			
Proper Personal Protective Equipment was used.			
Search & Rescue			
There is a SRR Brigade team established.			
The Brigade leader and members are visible and identifiable			
The team established scene safety			
Proper Personal Protective Equipment was used.			
Proper use of SAR equipment			
Emergency Medical Services			

There is an EMS team established.			
The Brigade leader and Health Emergency Response Teams are visible and identifiable.			
Used Personal Protective Equipment			
There is an established treatment area			
There is an available and sufficient emergency medical supplies and equipment			
The members of the Emergency Response Team have appropriate capacity and training on but not limited to Basic Life Support, Basic First Aid, Mass Casualty Management, others)			
Planning Section Chief			
The Section Chief is visible and identifiable			
The leader was able to formulate Incident action Plan (IAP) (Oral or Written)			
Logistic Section Chief			
Is it visible / Identifiable			
Provided all the supply requirements of the operating team			
Maintains checklist/Inventory of supplies			
Evacuation			
Evacuation Officers are visible and identifiable			
Ensured and maintained safety at of evacuees			
There is an orderly evacuation of buildings			
Used exit ways/routes identified in the plan			
Signage used; visible, luminous, eye-level, improvised			
The assembly areas were utilized as identified in the plan			
Assembly areas suitable for the number of participants			
Head count done			
Emergency lighting system functioned upon power shut off			
Participants Behaviors			
Are they serious in the execution of the drill			
Did they show unfamiliarity with the alarm			
Stayed in the evacuation area until instructed to return to the building			
If earthquake incident, Employed the Duck, Cover & Hold procedure			

OTHER COMMENTS AND OBSERVATIONS

1. Any other problem observed during the drill that might need to be addressed?
Please elaborate: _____
2. How long did it take for all the drill participants to vacate the building and time to reach the designated evacuation area? _____
3. Observed Number of Participants (estimates will do):

PARTICIPANTS COUNT	NO. OF STUDENTS	NO. OF PWDS	NO. OF PERSONNEL

OVER - ALL RATING: Please encircle the number.

1	2	3	4	5
Needs Improvement (< 70% YES answers)	Average (70% YES answers)	Good (85% YES answers)	Very Good (90% YES answers)	Excellent (100% YES answers)

Other comments and suggestions:

Evaluator:

Signature over Printed Name

Agency / Office