Earthquake Drill Checklist

FORM NO: NTMH/DIS-01

Sl.No	Activities	Yes	No	Remarks
A	**Preparation:**			
1	Ensure everyone is familiar with the emergency evacuation plan.			
B	**Communication:**			
2	Make a clear and audible announcement to signal the start of the drill.			
3	Test communication systems, such as intercoms or walkie-talkies			
C	**Evacuation:**			
4	Identify and mark primary and alternative evacuation routes.			
5	Designate safe assembly points away from buildings and potential hazards			
6	Encourage the use of a buddy system for accountability during evacuation.			
D	**Sheltering:**			
7	Teach participants the proper technique for protection during shaking.			
8	Identify safe zones within buildings, away from windows and heavy objects.			
E	**Equipment and Supplies**			
9	Ensure the availability of emergency kits with essential supplies.			
10	First aid kits should be readily accessible at designated assembly points.			
11	Check and test emergency lighting systems.			
F	**Building Safety**			
12	Assess the structural safety of buildings and facilities.			
13	Identify and secure hazardous materials to prevent spills or leaks.			
	Response Coordination			

13	Assign specific roles to designated personnel (e.g., floor wardens, first aid responders).			

15	Establish communication protocols for reporting injuries or other emergencies.			
G	**Post-Drill Evaluation**			
16	Conduct a debriefing session to discuss strengths and areas for improvement.			
17	Encourage participants to provide feedback on the drill.			
18	Document lessons learned and update emergency plans accordingly.			
H	**Regular Drills**			
19	Schedule regular earthquake drills to ensure ongoing preparedness.			
20	Vary the scenarios and timing of drills to simulate different conditions			
I	**Community Awareness**			
21	Involve the local community in earthquake preparedness efforts			
22	Provide educational materials on earthquake safety to residents and employees.			

Formula: <u>Number of variations (No) observed in mock drills</u>

The total number