# Appendix 4E – Observers Checklist

Tsunami Discussion Exercise

## Exercise [Name] – Observers Checklist

Exercise observers can use the below checklist to record observations during the exercise.

## Objectives & Standards / Measures

### Objective 1

1. Ensure LEMC / REMC and EOC procedures are established for effective tsunami response.
2. LEMC/REMC identifies and references the relevant local or regional emergency plan
3. Actions are implemented in alignment with the relevant local or regional emergency plans

[Insert additional standard measures as required]

Objectives & Standards / Measures Met? YES / NO

Notes:

### 

### Objective 2

1. Assess the scope and effectiveness of tsunami procedures to handle diverse scenarios.
2. Relevant emergency procedures provide clear guidance to support decision-making in dynamic and evolving emergency situations
3. Procedures enable actions and decisions that are practical, adaptive, and realistic in response to the unfolding emergency

[Insert additional standard measures as required]

Objectives & Standards / Measures Met? YES / NO

Notes:

### Objective 3

1. Confirm that all relevant stakeholders are familiar with the tsunami response procedures.
2. All participants and stakeholders are aware of the relevant emergency plans and know where to access them

[Insert additional standard measures as required]

Objectives & Standards / Measures Met? YES / NO

Notes:

### Objective 4

1. Identify gaps or weaknesses in LEMC / REMC and EOC procedures for tsunami scenarios.
2. Procedural gaps are identified and documented in the relevant evaluation collection tools

[Insert additional standard measures as required]

Objectives & Standards / Measures Met? YES / NO

Notes:

### Objective 5

1. Identify training, skills, or capability gaps among LEMC / REMC and EOC members.
2. Training, skills and capabilities gaps among LEMC/REMC members are identified and documented during the exercise
3. Communication gaps among LEMC/REMC members are identified and documented during the exercise
4. Any delays or inefficiencies in response actions are observed and recorded for further analysis
5. Decision-making challenges under simulated emergency conditions are identified and logged by evaluators
6. A method or plan for addressing identified shortfalls is proposed and documented

[Insert additional standard measures as required]

Objectives & Standards / Measures Met? YES / NO

Notes:

### Objective 6

1. Identify resource and logistical gaps within LEMC / REMC for tsunami response.
2. Resource or logistical shortfalls, such as equipment or personnel limitations, are noted in relevant evaluation tools
3. A method or plan for addressing identified shortfalls is proposed and documented

[Insert additional standard measures as required]

Objectives & Standards / Measures Met? YES / NO

Notes: