

## INFORMATION FOR NZ SHAKEOUT OBSERVERS

Thank you for agreeing to observe and evaluate **New Zealand ShakeOut**. Below are some important information you will need to know before you start the drill on **18 October 2018**.

Being an observer and returning the Observer Form will help us know how successful the drill was and what could be improved in the future. It is important to identify areas requiring improvement before the next big earthquake!

### When to complete the Observer Form

Please complete the Observer Form during the drill at **9:30 am on Thursday 18 October 2018** (or alternative date and time if your organisation has chosen to conduct the drill on a different day).

Please complete the form **online** (preferred option) at <https://www.research.net/r/NZShakeOutObserve>

Alternatively **email or post** your form to the addresses below.

Please submit your Observer Form to us as soon as possible after the drill. The last day for forms to be accepted is 18 November 2018.

### Do's and Don'ts for the ShakeOut observation

| DO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | DON'T                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <ul style="list-style-type: none"><li>✓ <b>Watch the drill and record your answers based on your observations.</b> You can participate in the drill and write your observations afterwards as well. Give lots of detail, there are no wrong answers.</li><li>✓ <b>Make sure ahead of time that there is a good, wide, logical distribution of observers</b> if there is more than one.</li><li>✓ <b>Send the form back to us as soon as possible after filling it in.</b> You can complete the form online or send the form back to us by email or post (see below for further information).</li><li>✓ <b>Fill out the form as honestly as you can</b>, without concern for who is reading it. Please be both critical, and where possible, also give constructive suggestions.</li><li>✓ <b>Ask questions of the organisers if you don't understand a part of the observer form</b> (see below for contact details). Just do the best you can, there are no wrong answers.</li></ul> | <ul style="list-style-type: none"><li>× <b>Don't ask other people to give opinions about the drill.</b> What you write in the form should be based solely on your own observation. Don't share forms with other observers, this is meant to be filled out by one person only.</li><li>× <b>Don't have all your observers in one place.</b></li><li>× <b>Don't worry about your organisation's performance.</b> This is not a test of your organisation or the people who work in it. We will not report back the raw information linked directly to your organisation. Only generalised, anonymous results will be made public.</li></ul> |

### Send us your Observer Form

Online: <https://www.research.net/r/NZShakeOutObserve>

Email: [nzshakeoutobserv@gmail.com](mailto:nzshakeoutobserv@gmail.com)

Post: Attention:  
ShakeOut Evaluation  
PO BOX 30368  
Lower Hutt

### How to contact us

Email: [nzshakeoutobserv@gmail.com](mailto:nzshakeoutobserv@gmail.com) or contact the ShakeOut Coordinator at [shakeout@dpmc.govt.nz](mailto:shakeout@dpmc.govt.nz)



Ministry of Civil Defence  
& Emergency Management  
Te Rākau Whakamarumaru



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