



INFORMATION FOR OBSERVERS

Thank you for agreeing to observe and evaluate New Zealand ShakeOut. Below is some important information you will need to know before you start the drill on 15 October 2015.

How to complete the survey

Being an observer and completing the survey 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!

You can complete the survey online (on your mobile device or desktop computer) at <https://www.surveymonkey.com/r/ZNPCYTY>

Or you can download and print a PDF of the observer form, fill it in and send it in (see email and postal address below).

When to complete the survey

Please complete the survey during the drill at 9:15am on Thursday 15 October 2015 (or alternative date and time if your organisation has chosen to conduct the drill on a different day).

Please complete the survey and send it in as soon as possible after the drill. The last day for survey answers to be accepted is 15 November 2015.

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

Do watch the drill and record your answers based on your observations. You can participate in the drill and write your observations afterwards as well. Give lots of detail, there are no wrong answers.

Do make sure ahead of time that there is a good, wide, logical distribution of observers if there is more than one.

Do complete the online survey or survey form. This information is crucial to understanding whether this activity is effective or not.

Do fill out the survey as honestly as you can, without concern for who is reading it. Please be both critical, and where possible, also give constructive suggestions.

Do ask questions of the organisers if you don't understand a part of the observer questionnaire (see below for contact details). Just do the best you can, there are no wrong answers.

Don't ask other people to give opinions about the drill. What you write in the survey should be based solely on your own observation. Don't share survey answers with other observers, this is meant to be filled out by one person only.

Don't have all your observers in one place.

Don't worry about your organisation's performance. 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.

When you've completed the survey

If you are choosing to complete the survey online, at <https://www.surveymonkey.com/r/ZNPCYTY>, please hit send as soon as you have finished

If you are completing the PDF survey form, please send it to us as soon as possible

- Email: nzshakeoutobserv@gmail.com
- Post: Attention: ShakeOut Evaluation, PO Box 30368, Lower Hutt

Any questions? Email: nzshakeoutobserv@gmail.com or contact the ShakeOut Coordinator at shakeout@dpmc.govt.nz