

Tsunami Exercise Preparation Standard Operating Procedures (SOP) Checklists, Messages, and Communications

An Exercise should test the capabilities of earthquake and tsunami stakeholder agencies to respond to a damaging earthquake and/or tsunami. Agencies can ask themselves the following questions to judge their operational readiness.

Overall Questions:

- *When an earthquake and tsunami occurs, are you prepared to respond immediately? Do you have written SOPs for Duty Staff to follow?*
- *Do you have templates, or other pre-scripted communications to make your response faster and standardized?*
- *Have you educated your customers on what they should expect, when, and what they should do with the information you provide?*

Specific Questions:

1. For Tsunami Warning Centers (TWC), Disaster Management Offices (DMO), Media, What will you do when an EQ occurs?
How will you know how big it was and whether there was damage?
Who will you notify, how, and with what info?
How will you know if there is a tsunami?
If there is, what will you do?
Who will you notify, how, and with what info?
2. For TWC, after you issue a tsunami warning or alert, What will you do? When will you cancel the warning?
Who will you notify, how, and with what info?
3. For Disaster Management Offices (national, local) and Other Response Agencies, after you receive a tsunami warning or alert: What will you do? Who will you notify, how, and with what info?
How do you decide if a evacuation should occur?
How do you inform people to evacuate, and what do you tell them?
4. For TWC, DMO, and Other Response Agencies,
 - a. What will you do if the public / media asks for information?
Who will handle this, and what information will be given (or not given)?
 - b. What will you do if high-level government officials ask for information?
Who will handle this, and what information will be given (or not given)?
 - c. Do you have a backup or contingency plan should your center become inoperable?
e.g., key official unreachable, computer systems broken, communications systems overloaded, normal power not available, building damaged or collapses.
5. For the Media and Public Information,
What is the minimum information you want for a tsunami event? From whom, when, how?
What is the ideal information you want for a tsunami event? From whom, when, how? What are your standards or protocols for ensuring accurate information?
After you receive a public / media alert from the Tsunami Warning Center or the Disaster Management Office, or receive information from other sources, will you issue the information immediately, how, and to whom?