

Lodging Facility Preparedness Questionnaire

The following questions will guide you through the issues that you will need to address to make a preparation plan for your facility. Answering these questions will essentially produce a preparation plan for the time that a major earthquake/tsunami will strike the Oregon Coast. Some of the questions will not apply to your facility, and as you go along, you probably will think of other issues that are not addressed in this questionnaire.

General Questions:

Is my facility within the inundation zone for a local tsunami (30-50' above mean sea level)? Yes No

Is my facility within the inundation zone for a tsunami generated by a distant earthquake (15-20' above mean sea level, the present base of the sea cliffs is generally around 10-14' above mean sea level)? Yes No

How long does it take to walk from my facility to an area outside of the tsunami inundation zone?

Where is the community-designated assembly area that is closest to my facility?

What is the most direct walking evacuation route to the nearest community designated assembly area?

Does this route cross any bridges that might be knocked out in an earthquake? Yes No

What is an alternative evacuation route, if the most direct route is blocked, or otherwise unusable?

If there is no community-designated assembly area near my facility, where is the nearest safe-area where my staff and guests will be told to rendezvous?

Does my facility have a NOAA weather radio? Yes No Where is it located and how will it be monitored for announcements?

If my facility does not have a NOAA weather radio, does it have a battery-powered radio? Yes No Where is it located?

How will my staff contact me or other managers in case we are away from the facility during the tsunami evacuation?

Does my facility have a disaster kit? Yes No
What does the kit contain (see Red Cross brochures on this CD)?

Where is it located?

Is it easily accessible if my facility is within the inundation zone? Yes No

Will it be accessible after a major local earthquake? Yes No

What agency is responsible for emergency management in the local area of my facility?

What is the contact information for that agency?

Evacuation Questions:

Who is in charge of making decisions about an evacuation from my facility?

Is the same person/position in charge at night? Yes No

Are there official warning sirens in the area of my facility? Yes No

If warning sirens exist, what is the signal for a local tsunami?

Is the siren signal different for a distant tsunami?

What is the siren signal for the “all clear”?

If warning sirens do not exist, how will I know that a local tsunami may be coming?

What other kind of community notification system for a distant tsunami exists for my facility?

How do I plan to deal with our responsibility to notify guests that a local tsunami (minutes before the tsunami arrives) may be on its way and that they need to evacuate?

How will my notification plan differ for a distant tsunami (hours before the tsunami arrives)?

How will the notification plan for a local tsunami work if:
The electricity is out?

The phone system is out?

It is daytime and most guests are away from the facility?

It is nighttime and most guests are asleep?

How do I expect my staff to handle the evacuation of elderly, disabled, or physically handicapped guests?

How do I expect my staff to deal with non-English speaking guests during an evacuation?

Staff Evacuation Responsibility Questions:

Do my staff members know how to protect themselves during a major earthquake followed by a tsunami? Yes No How do I plan to communicate information about earthquake and tsunami personal preparedness to my employees?

Is my staff trained in the way that I want them to react to a tsunami evacuation in terms of my facility and guests? Yes No How often does that training occur, and what form does it take?

Do I expect all my staff members to stay at the facility until all of the guests are evacuated? Yes No If all of my staff members are not expected to stay, then who is expected to stay?

How does this expectation change for a local vs. distant tsunami?

When will I allow my staff members to seek out their family members and determine their safety?

What tasks do I want my staff to perform during an evacuation?
First priority?

Second priority?

Which of my employees are trained in CPR and first aid?

Does my staff know the locations of the main turn-off valves and switches for the gas, electricity, and water services? Yes No Who will be responsible for turning off the gas, electricity and water?

Where have I posted, for my staff, the contact information for the local emergency management agency?

Guest Preparedness Questions

What information will I provide to my guests about general personal tsunami preparedness and evacuation?

What information will I provide to my guests about a tsunami evacuation from my facility?

What form will this information take?

How will I provide information to non-English speaking guests?

Business Preparedness Questions

Do my staff members have a procedure for taking the guest registration information to the assembly area during an evacuation? Yes No If yes, what is the procedure and who is responsible?

Do my staff members have a secure way to take the money receipts and guest credit card information along to the assembly area during an evacuation? Yes No If yes, what is the procedure and who is responsible?

What is my insurance coverage?

Where is information kept about my insurance coverage?

Do I have a way to record the damage to the facility for documentation in later insurance claims? Yes No What is it and where is it located?

Do I have a list of my principal suppliers? Yes No Which suppliers are within the inundation zone?

What alternative suppliers are available?

Do I have a back-up plan for my business files and records? Yes No Are those backup files and records presently kept within the inundation zone? Yes No What are alternative storage sites?

What pieces of machinery and computer equipment are essential to the smooth operation of my business?

What is my back-up plan for the repair or replacement of any damaged equipment?

Post-Disaster Questions

How do I find out if the “all clear” has been given and the danger of more tsunamis is past?

What will I expect my staff and guests to do during aftershocks?

How will I get an assessment of the structural damage to my facility?

What is the procedure to account for all registered guests after an evacuation?

What actions will my staff take regarding guests who are not accounted for?

How will I keep guests and staff from re-entering an unsafe structure to retrieve their belongings?

What alternative lodging arrangements might be available for my guests if my facility is no longer safe?

How will I tell my guests about alternative arrangements, and who will pay for those arrangements?

How will I handle refunds for guests who cut their stay short?

How will I get in touch with employees to come in and help with the disaster relief?

Do I expect my staff to help with search and rescue efforts within my facility? Yes No
Where are extrication tools stored?

Do I plan to stockpile supplies for use during the period immediately following the disaster? Yes No What are those supplies and where will they be stored?

Who will know about the stored items and how to access them?

What agencies will be available to help me with my post-disaster problems?

What are the contact numbers of those agencies?