# Exercise Evaluation Guide

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| *Exercise Name:* {Insert}  *Exercise Date:* {Insert} | *Organization/Jurisdiction:*  {Insert} | *Venue:*  {Insert} |
| **Response** | | |
| *Core Capability:* **Operational Communication & Coordination**  Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities. | | |
| *Exercise Objective 1:* Examine use of communications and coordination between {enter localities} Specialty Response Teams, during a Hazmat incident according to the plans policies and procedures within each jurisdiction. | | |
| **Organizational Capability Target: Enhance and maintain National Incident Management System (NIMS)-compliant command, control, and coordination structures to meet basic human needs, stabilize the incident, and transition to recovery.**   * *Critical Task:* 1st arriving Unit requests additional resources and make notifications. * *Critical Task:* Complete Incident Briefing (ICS 201) worksheet and Incident Action Plan (IAP). * *Critical Task:* Demonstrate the ability to provide logistical support to ICS operations including setting up command structure, providing rehabilitation to response personnel, etc. * *Critical Task:*{Insert additional critical tasks based on policies and procedures and exercise objectives} | | |

| **Organizational Capability Target** | **Associated Critical Tasks** | **Observation Notes and**  **Explanation of Rating** | **Target Rating** |
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| **Sample** | Sample | **Strength/s:** *A strength is an observed action, behavior, procedure, and/or practice that is worthy of recognition and special notice.*  **Area/s for Improvement:** *Areas for improvement are those areas in which the evaluator observed that a necessary task was not performed or that a task was performed with notable problems.*  **Root-Cause Analysis:** *When completing the analysis, evaluators should consider the following:*   * *Observations: What happened?* * *Were the capability targets met? If the targets were not met, what factors contributed to this result?* * *Did discussion or activities suggest the critical tasks were executed to meet capability targets? If not, what were the impacts or consequences?* * *Do current plans, policies, and procedures support critical tasks and capability targets? Were participants familiar with these documents?* * *Root-Cause: The source of or underlying reason behind an identified issue toward which the evaluator can direct an improvement.* * *Suggested corrective action/s.* |  |
| **Enhance and maintain National Incident Management System (NIMS)-compliant command, control, and coordination structures to meet basic human needs, stabilize the incident, and transition to recovery.** | 1st arriving Unit requests additional resources and make notifications. |  |  |
| Complete Incident Briefing (ICS 201) worksheet and Incident Action Plan (IAP). |  |
| Demonstrate the ability to provide logistical support to ICS operations including setting up command structure, providing rehabilitation to response personnel, etc. |  |
|  |  | **Final Core Capability Rating** |  |

Evaluator Name

Evaluator E-mail

Phone

## Ratings Definitions

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| **Performed without Challenges (P)** | The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. |
| **Performed with Some Challenges (S)** | The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. However, opportunities to enhance effectiveness and/or efficiency were identified. |
| **Performed with Major Challenges (M)** | The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s), but some or all of the following were observed: demonstrated performance had a negative impact on the performance of other activities; contributed to additional health and/or safety risks for the public or for emergency workers; and/or was not conducted in accordance with applicable plans, policies, procedures, regulations, and laws. |
| **Unable to be Performed (U)** | The targets and critical tasks associated with the core capability were not performed in a manner that achieved the objective(s). |