

**For Limited Distribution – Internal Use Only  
Medical Material Management and Distribution**

**EXERCISE EVALUATION GUIDE**

<p><i>Exercise Name:</i> Orange County CA Point of Dispensing Full Scale Exercise <i>Exercise Date:</i> <b>October 18, 2018</b></p>	<p><i>Organization/Jurisdiction:</i> Orange County Health Care Agency/Health Disaster Emergency Management</p>	<p><i>Venue/POD Site (check one):</i> <b>City of Irvine</b></p>
<b>Response</b>		
<p><i>Exercise Objective:</i> Demonstrate the ability to coordinate and integrate internal and external logistical response resources throughout each operational period.</p>		
<p><i>Core Capability:</i> <b>Medical Materiel Management and Distribution</b> The ability to acquire, maintain, store, transport, distribute and track protocol during an incident and to recover and account for unused medical materiel as necessary after an incident</p>		
<p><b>Activities:</b></p> <ul style="list-style-type: none"><li>• Mobilize Critical Resource Logistics and Distribution</li><li>• Transport, Track, and Manage Resources</li><li>• Maintain and Recover Resources</li><li>• Demobilize Critical Resource Logistics and Distribution</li></ul>		

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<b>Associated Critical Tasks</b>	<b>Time</b>	<b>Observation Notes and Explanation of Rating</b>	<b>Target Rating (P,S,M,U)</b>
All medical supplies are transported to the supply unit area in accordance with exercise timeline.			
Staff inspects inventories and completes required documentation upon arrival of “medical” supplies.			
Medical supplies and vaccine are transported to assigned dispensing stations prior to the beginning of the exercise.			
Initial inventory amount is documented at each dispensing station at the beginning of shift.			
All ICS staff with access to medical supplies follow established procedures for tracing and issuing supplies.			
Inventory counts are reported through chain of command in a timely manner.			
Proper inventory and tracking documentation are available and utilized at the POD site.			
IAP measures for securing and maintaining “medication” storage are adhered to.			

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All supply requests from Operations Section to Logistics section are documented appropriately.			
Clinic Branch Director, determines resupply levels for dispensing stations.			
Ending inventory amounts are recorded correctly on inventory log.			
Resource needs for POD operations are identified through the Planning and Logistics Sections.			
The deployment, movement, transportation and demobilization of resources are tracked before, during and after an event.			
It was clearly determined when equipment, supplies and other resources are no longer needed to support operations.			
Staff assists with the recovery of equipment, supplies and other resources.			
Inventory counts are conducted during the demobilization process.			

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Overall Rating \_\_\_\_\_

Evaluator Name \_\_\_\_\_

Evaluator E-mail \_\_\_\_\_

Phone \_\_\_\_\_

<b>Ratings Key</b>
P – Performed without Challenges
S – Performed with Some Challenges
M – Performed with Major Challenges
U – Unable to be Performed

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<b>Activity Number</b>	<b>Additional Observations</b>

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**Ratings Definitions**

<b>Performed without Challenges (P)</b>	The activities 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.
<b>Performed with Some Challenges (S)</b>	The activities 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.
<b>Performed with Major Challenges (M)</b>	The activities 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.
<b>Unable to be Performed (U)</b>	The activities and critical tasks associated with the core capability were not performed in a manner that achieved the objective(s).

**How to Document EEG Observations**

This EEG is used to annotate evaluator observations of critical tasks performed by players, which aligns to organizational capability target(s); it is not intended to be used for the annotation of corrective actions, recommendations or strengths/areas for improvement.

For example, a critical task may state: *Track resource supply/re-supply requests using established LDC tracking and documentation procedures.*

The observations may include information on how resource supply requests were tracked and documented; how the critical task was achieved or not achieved; and how players completed this task according to the policies, plans, and procedures.

After documenting observations, assign target ratings for each of the capability targets. To assign a target rating, review the documented observations of all the critical tasks aligned to the capability target and determine if the target was achieved. Then, assign the target one of three ratings: Performed without Challenge (P), Performed with Some Challenges (S), or Performed with Major Challenges (M). These categories differ according to how well critical tasks were performed, and are described further in your EEG Rating Definitions. Targets that were not

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performed can receive only one rating: Unable to be Performed (U). Once you have completed rating the targets, review your EEG observation notes section; if the section does not adequately explain the rating, please add further detail.

After the end of the exercise the completed EEGs are given to the Lead Evaluator for further processing.