

**For Limited Distribution – Internal Use Only
Medical Countermeasure Dispensing –Drive Through**

EXERCISE EVALUATION GUIDE

<p><i>Exercise Name:</i> Orange County CA Point of Dispensing Full Scale Exercise <i>Exercise Date:</i> October 18, 2018</p>	<p><i>Organization/Jurisdiction:</i> Orange County Health Care Agency/Health Disaster Emergency Management</p>	<p><i>Venue/POD Site (check one):</i> City of Irvine</p>
Response		
<p><i>Exercise Objective:</i> Demonstrate the ability to efficiently manage and dispense “medication” to the public at a measureable throughput.</p>		
<p><i>Core Capability: Medical Countermeasure Dispensing</i> Ability to provide medical countermeasures in support of treatment or prophylaxis to the identified population in accordance with exercise guidelines and recommendations.</p>		
<p>Activities:</p> <ol style="list-style-type: none">1. Mobilize and Establish Point of Dispensing Site2. Conduct Point of Dispensing Check-in, Screening Dispensing and Exit Functions3. Demobilize Point of Dispensing Site to Pre-Incident Status		

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Associated Critical Tasks	Time	Observation Notes and Explanation of Rating	Target Rating (P,S,M,U)
POD staff set up POD according to IAP layout (or as determined by Unified Command).			
Provide signage with clear instructions and in accessible formats (large print, etc) and appropriate languages.			
Provide access to POD to members of the public with access and functional needs.			
Implement process for providing prophylaxis to first responders, critical infrastructure personnel and public health responders.			
Ensure staffing levels are sufficient to maintain POD operations.			
Direct all persons entering POD site to the check-in station to provide information to all persons regarding the “disease pathology and prophylaxis” being administered. (tote/USB, emergency preparedness information)			
At check-in station, direct assist members of the public with the completion of POD form as needed.			
Direct all persons from check-in station to the screening station (walk-through) and ensure all persons submit a completed dispensing for to dispensing personnel.			

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Ensure cars are placed in park with engine left on before dispensing begins.			
Safely dispense “prophylaxis” (tote/USB) to persons in appropriate doses.			
Ensure sufficient staffing at all stations: Check-in, Screening, Dispensing and Exit to prevent bottlenecks.			
Ensure appropriate resupply procedures are followed to ensure a constant availability of prophylaxis (tote/USB) at each dispensing station.			
Manage any health/safety emergencies according to POD safety plan.			
Collect dispensing forms and answer any questions prior to exit from POD site.			
Patient throughput is monitored throughout exercise.			
Patients with “additional questions” (Alert OC) are directed appropriately by the exit staff			

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Overall Rating _____

Evaluator Name _____

Evaluator E-mail _____

Phone _____

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

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Activity Number	Additional Observations

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Ratings Definitions

Performed without Challenges (P)	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.
Performed with Some Challenges (S)	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.
Performed with Major Challenges (M)	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.
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).

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 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.