

**For Limited Distribution – Internal Use Only  
Information Sharing**

**EXERCISE EVALUATION GUIDE**

<i>Exercise Name:</i> Orange County CA Point of Dispensing Full Scale Exercise <i>Exercise Date:</i> <b>October 18, 2018</b>	<i>Organization/Jurisdiction:</i> Orange County Health Care Agency/Emergency Medical Services- Health Emergency Management	<i>Venue/POD Site (check one):</i> City of Irvine
<b>Response</b>		
<i>Exercise Objective:</i> Ensure the capacity for timely communications in support of security, situational awareness, and operations by any means available, among and between affected communities in the impact area and all response forces.		
<i>Core Capability:</i> <b>Information Sharing - Operations</b> <i>The ability to conduct multijurisdictional, multidisciplinary exchange of information and situational awareness, to include routine sharing of event and public information of significance.</i>		
<b>Activities:</b> <ol style="list-style-type: none"><li>1. Implement and Maintain Communication Plans</li><li>2. Ensure that Interoperable Communication Systems Are Established</li><li>3. Ensure the Capacity to communicate across ICS Sections</li><li>4. Exchange information to determine a common operating picture</li></ol>		

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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>
The Communications plan is a component of the POD Incident Action Plan.			
The Communications plan is implemented in accordance with the IAP.			
Staff have access to functioning interoperable communications equipment.			
Appropriate staff are given communications devices and are trained to operate appropriately.			
Staff log and disseminate incident information, as appropriate.			
Staff transmit incident information via secondary means when appropriate.			
Staff utilize common response communication language/terminology throughout operational period.			
Liaison Officers coordinate and communicates with both Unified Command and with one another			

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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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<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 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.