

**For Limited Distribution – Internal Use Only
Emergency Operations Coordination**

EXERCISE EVALUATION GUIDE

<i>Exercise Name:</i> Orange County CA Point of Dispensing Full Scale Exercise <i>Exercise Date:</i> October 18, 2018	<i>Organization/Jurisdiction:</i> Orange County Health Care Agency/Emergency Medical Services-Health Emergency Management	<i>Venue/POD Site</i> City of Irvine
Response		
<i>Exercise Objective:</i> Demonstrate the ability to utilize an onsite Incident Command System within a Unified Command throughout the operational period.		
<i>Core Capability:</i> Emergency Operations Coordination Direct and support an event or incident by establishing a standardized, scalable system of oversight, organization and supervision consistent with jurisdictional standards and practices and with the National Incident Management System.		
Activities: <ol style="list-style-type: none">1. Implement Incident Action Plan and ICS processes (Establish and Maintain Command, Control and Coordination)2. Mobilize Critical Resources3. Mobilize Public Safety and Security Response4. Coordinate demobilization of site and5. Assess the Incident Scene and Secure the Area6. Control Traffic, Crowd, and Scene		

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Associated Critical Tasks	Time	Observation Notes and Explanation of Rating	Task Rating (P,S,M,U)
Response personnel arriving at the incident site are identified and assume established roles within the Incident Command System.			
A visible Incident Command Post (ICP) is established.			
Incident objectives and operational periods are communicated to all staff via General Briefing.			
Branch and Section Briefings are conducted immediately following the General Briefing.			
Branch chief(s) and unit supervisor(s) maintain ICS reporting structures and chain of command within their branch/section/unit(s).			
Positions are continuously staffed throughout the operation in accordance to IAP).			
Staff uses ICS forms to manage and control incident activities, resources, and safety.			
All formal requests are documented and submitted via the chain of command to Command Staff. (i.e. change to IAP, Demobilization plans etc.).			
Decisions are made and communicated via the chain of command.			
Briefings are conducted as needed throughout operational period.			

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An Incident Action Plan (IAP) is developed by the Incident Command and Branch Chiefs and outlines established priorities, procedures, and actions to be accomplished to meet incident objectives.			
Incident Command and Branch Chief distribute Incident Action Plan (IAP) to staff as needed.			
Incident objectives are consistently monitored and revise IAPs are redistributed as necessary.			
Command Staff determines Demobilization Plan.			
Demobilization Plan is communicated to all staff.			
POD staff implements Demobilization Plan as directed via Command Staff.			

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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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 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.