

**For Limited Distribution – Internal Use Only
Volunteer Management**

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/Health Disaster Emergency Management	<i>Venue/POD Site (check one):</i> City of Irvine
Response		
<i>Exercise Objective:</i> Demonstrate the ability to coordinate and organize multiple volunteer organizations throughout the operational period.		
<i>Core Capability:</i> Volunteer Management Coordinate the identification, recruitment, registration , credential verification, training and engagement of volunteers to support the jurisdictional public health agency’s response to incidents of public significance		
Activities: <ul style="list-style-type: none">• Notify and coordinate volunteers• Organize assemble and dispatch volunteers• Demobilize volunteers		

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Associated Critical Tasks	Time	Observation Notes and Explanation of Rating	Target Rating (P,S,M,U)
Volunteers were given appropriate response times to meet the needs of the exercise.			
The quantity and scope of volunteers were adequate for the response.			
Volunteers were utilized from multiple organizational sources.			
An on-scene personnel identity system via vests and badging was implemented.			
Volunteers were identifiable via vest or uniform.			
Volunteers were included in appropriate incident and safety briefings			
Volunteers were tracked throughout the exercise by supervisors or group leaders.			
Volunteers were assigned appropriate and relevant job functions.			
Supervisors/Unit leaders were appropriately notified of the need for additional volunteers.			
Volunteers were appropriately sworn in as Disaster Workers.			

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Overall Rating _____

Evaluator Name _____

Evaluator E-mail _____

Phone _____

Ratings Key

P – Performed without Challenges

S – Performed with Some Challenges, but Adequately

M – Performed with Major Challenges

U – Unable to be Performed

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Task 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 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.