# Exercise Evaluation Guide

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| *Exercise Name:* [Insert exercise name]  *Exercise Date:* [Insert exercise date] | *Organization/Jurisdiction:*  [Insert organization or jurisdiction] | *Venue:*  [Insert venue name] |
| **Response** | | |
| *Exercise Objective:* Discuss procedures, capabilities and readiness of the whole community and recognize and respond to presentations by potential infectious disease patients. | | |
| *Core Capability:* **Community Preparedness**  Community preparedness is the ability of communities to prepare for, withstand, and recover — in both the short and long terms — from public health incidents. | | |
| **Organizational Capability Target 1: Determine risks to the health of the jurisdiction**  *Critical Task:* Identify the public health, medical, and mental/behavioral health services for which the jurisdiction needs to have access to mitigate identified disaster health risks.  *Critical Task:* Identify the public health, medical, and mental/behavioral health services within the jurisdiction that currently support the mitigation of identified disaster health risks    **Source(s):** [Insert name of plan, policy, procedure, or reference] | | |
| **Organizational Capability Target 2: Build community partnerships to support health preparedness**  *Critical Task:* Identify community sector groups to be engaged for partnership based upon the jurisdictional risk assessment.  *Critical Task:* Implement strategies for ongoing engagement with community partners who may be able to provide services to mitigate identified public health threats or incidents (concept of “strategic advisory council” or joint collaborative).  *Critical Task:* Discuss community and faith-based partnerships as well as collaborations with any agencies primarily responsible for providing direct health-related services to help assure the community’s ability to deliver public health, medical, and mental/behavioral health services in both short and long term settings during and after an incident.  *Critical Task:* Discuss a continuous quality improvement process to incorporate feedback from community and faith-based partners into jurisdictional emergency operations plans.  *Critical Task:* Identify community leaders that can act as trusted spokespersons to deliver public health messages.  **Source(s):** [Insert name of plan, policy, procedure, or reference] | | |
| **Organizational Capability Target 3: Engage with community organizations to foster public health, medical, and mental/behavioral health social networks**  *Critical Task:* Discuss how to connect to public health to participate in public health and community partner preparedness efforts.  *Critical Task:* Discuss how essential health services to the community are connected to jurisdictional public health preparedness plans and efforts.  *Critical Task:* Discuss jurisdictional networks (e.g., local businesses, community and faith-based organizations, ethnic radio/media, and, if used by the jurisdiction, social networking sites) for public health, medical, and mental/behavioral health information dissemination before, during, and after the incident.  **Source(s):** [Insert name of plan, policy, procedure, or reference] | | |
| **Organizational Capability Target 4: Coordinate training or guidance to ensure community engagement in preparedness efforts**  *Critical Task:* Discuss community-derived approaches to support the provision of public health, medical, and mental/behavioral health services during and after an incident, into existing training and educational programs related to crisis and disaster preparedness and response.  *Critical Task:* Discuss training for community partners that may have a supporting role to public health, medical, and mental/ behavioral health sectors.  *Critical Task:* Discuss guidance to community partners, particularly groups representing the functional needs of at-risk populations, to assist them in educating their own constituency groups regarding plans for addressing preparedness for and recovery from the jurisdiction’s identified risks and for access to health services that may apply to the incident.  **Source(s):** [Insert name of plan, policy, procedure, or reference] | | |

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| **Organizational Capability Target** | **Associated Critical Tasks** | **Observation Notes and**  **Explanation of Rating** | **Target Rating** |
| [Insert Organizational Capability Target 1 from page 1] | * [Insert Organizational Capability Target 1 Critical Tasks from page 1] |  |  |
| [Insert Organizational Capability Target 2 from page 1] | * [Insert Organizational Capability Target 2 Critical Tasks from page 1] |  |  |
| [Insert Organizational Capability Target 3 from page 1] | * [Insert Organizational Capability Target 3 Critical Tasks from page 1] |  |  |
| [Insert Organizational Capability Target 4 from page 1] | * [Insert Organizational Capability Target 4 Critical Tasks from page 1] |  |  |
|  |  | **Final Core Capability Rating** |  |

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

Evaluator Name

Evaluator E-mail

Phone

## Ratings Definitions

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| **Performed without Challenges (P)** | The targets 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 targets 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 targets 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). |