# Exercise Evaluation Guide

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| *Exercise Name: K-12 COVID 19 TTX*  *Exercise Date:* [Insert exercise date] | *Organization/Jurisdiction:*  [Insert organization or jurisdiction] | *Venue:*  [Insert venue name] |
| **Response** | | |
| *Exercise Objective:* | | |
| *Core Capability:* **Emergency Operations Coordination**  Emergency operations coordination is the ability to direct and support an event or incident with public health or medical implications by establishing a standardized, scalable system of oversight, organization, and supervision consistent with jurisdictional standards and practices and with the National Incident Management System. | | |
| **Organizational Capability Target 1:** Participants will discuss existing plans and identify planning gaps as they relate to managing a positive COVID-19 case within the school district.  *Critical Task:* Plans to meet school safety guidance:   * + - Fire Drills     - School Bus Safety Drills     - Lockdown Drills   **Source(s):** [Insert name of plan, policy, procedure, or reference] | | |
| **Organizational Capability Target 2:** Participants will discuss mitigation and protection measures that can be put into place to protect students and employees supporting the continuity of learning.  *Critical Task:* Contact information and procedures for reaching the local health department.  *Critical Task:* Physical Distancing, according to CDC guidance    *Critical Task:* Hygiene practices and cleaning/disinfecting protocols.  *Critical Task*: Consideration of vulnerable individuals  *Critical Task*: Face coverings  **Source(s):** [Insert name of plan, policy, procedure, or reference] | | |
| **Organizational Capability Target 3:** Participants will identify and discuss plans and procedures that protect the health and safety of students and employees and can be implemented while supporting continuity of learning.  *Critical Task:* Daily health screening questions and/or other health monitoring approaches that can be used to monitor health of the school population.  **Source(s):** [Insert name of plan, policy, procedure, or reference] | | |
| **Organizational Capability Target 4:** Assess the ability of School to perform containment to prevent spread of the COVID-19 when detected.  *Critical Task*: Partnership with VDH for contact tracing  *Critical Task:* Outbreak management    **Source(s):** [Insert name of plan, policy, procedure, or reference] | | |
| **Organizational Capability Target 5:** Discuss the shutdown considerations if necessitated by severe conditions in accordance with public health guidance.  *Critical Task:* Plans regarding the criteria and process for campus dismissals or shutdowns. Decisions regarding dismissals and shutdowns should be made in consultation with local and state public health officials.  *Critical Task:* Communications plan for dismissals/shutdowns*.*  **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** |
| Participants will discuss existing plans and identify planning gaps as they relate to managing a positive COVID-19 case within the school district. | Plans to meet school safety guidance:   * + - Fire Drills     - School Bus Safety Drills     - Lockdown Drills |  |  |
| Participants will discuss mitigation and protection measures that can be put into place to protect students and employees supporting the continuity of learning. | *Critical Task:* Contact information and procedures for reaching the local health department.  *Critical Task:* Physical Distancing, according to CDC guidance    *Critical Task:* Hygiene practices and cleaning/disinfecting protocols.  *Critical Task*: Consideration of vulnerable individuals  *Critical Task*: Face coverings |  |  |
| Participants will identify and discuss plans and procedures that protect the health and safety of students and employees and can be implemented while supporting continuity of learning.  Assess the ability of School to perform containment to prevent spread of the COVID-19 when detected.  Discuss the shutdown considerations if necessitated by severe conditions in accordance with public health guidance. | *Critical Task:* Daily health screening questions and/or other health monitoring approaches that can be used to monitor health of the school population.  *Critical Task*: Partnership with VDH for contact tracing  *Critical Task:* Outbreak management  *Critical Task:* Plans regarding the criteria and process for campus dismissals or shutdowns. Decisions regarding dismissals and shutdowns should be made in consultation with local and state public health officials.  *Critical Task:* Communications plan for dismissals/shutdowns*.* |  |  |
|  |  | **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). |