# 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:* Examine and demonstrate public notification procedures. | | |
| *Core Capability:* **Public Information and Warning**  Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard and, as appropriate, the actions being taken and the assistance being made available. | | |
| **Organizational Capability Target 1: Participants will identify strategies for managing communications that build confidence while properly informing and protecting the students, employees and their families.**  *Critical Task:* Partnership and communication/information sharing with the local community, health systems and other stakeholders.  *Critical Task:* Communications strategy  **Source(s):** [Insert name of plan, policy, procedure, or reference] | | |
| **Organizational Capability Target 2: [Insert customized target based on plans and assessments]**  *Critical Task:* [Insert task from frameworks, plans, or SOPs]  *Critical Task:* [Insert task from frameworks, plans, or SOPs]  *Critical Task:* [Insert task from frameworks, plans, or SOPs]  *Critical Task:* [Insert task from frameworks, plans, or SOPs]  **Source(s):** [Insert name of plan, policy, procedure, or reference] | | |
| **Organizational Capability Target 3: [Insert customized target based on plans and assessments]**  *Critical Task:* [Insert task from frameworks, plans, or SOPs]  *Critical Task:* [Insert task from frameworks, plans, or SOPs]  *Critical Task:* [Insert task from frameworks, plans, or SOPs]  *Critical Task:* [Insert task from frameworks, plans, or SOPs]  **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] |  |  |
|  |  | **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). |