# 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:* Validate support needed to counter Preparedness Gap Analysis estimates in accordance with the COVID 19 Vaccination Campaign Plan. | | |
| *Capability Definition:* Medical countermeasure dispensing and administration is the ability to provide medical countermeasures to targeted population(s) to prevent, mitigate, or treat the adverse health effects of a public health incident. This capability focuses on dispensing and administering medical countermeasures, such as vaccines, antiviral drugs, antibiotics, and antitoxins. | | |
| *Core Capability:* **Medical Countermeasure Dispensing**  Medical countermeasure dispensing is the ability to provide medical countermeasures( including vaccines, antiviral drugs, antibiotics, antitoxin, etc.) in support of treatment or prophylaxis (oral or vaccination) to the identified population in accordance with public health guidelines and/or recommendations | | |
| **Organizational Capability Target 1: Identify and initiate medical countermeasure dispensing strategies**  *Critical Task:* Discuss engaging subject matter experts including federal partners, to determine what medical countermeasures are best suited and available for the incidents most likely to occur based on jurisdictional risk assessment.  *Critical Task:* Discuss engaging private sector, local, state, regional, and federal partners, as appropriate to the incident, to identify and fill response roles.  **Source(s):** [Insert name of plan, policy, procedure, or reference] | | |
| **Organizational Capability Target 2: Receive medical countermeasures**  *Critical Task:* Discuss the assessment of the extent to which jurisdictional medical countermeasures inventories can meet incident needs.  *Critical Task:* Discuss how to request additional medical countermeasures from private, jurisdictional, and/or federal partners using established procedures.  *Critical Task:* Discuss how to identify and notify intermediary distribution sites based on the needs of the incident, if applicable.  **Source(s):** [Insert name of plan, policy, procedure, or reference] | | |
| **Organizational Capability Target 3: Activate dispensing modalities**  *Critical Task:* Discuss the dispensing strategies, dispensing sites, dispensing modalities and other approaches to achieve dispensing goals commensurate with the targeted population.  *Critical Task:* Discuss the activation of staff that will support the dispensing modality in numbers necessary to achieve dispensing goals commensurate with the targeted populations.  *Critical Task:* Discuss the mechanisms for providing medical countermeasures for public health responders, critical infrastructure personnel and their families if applicable.  *Critical Task:* Discuss site-specific security measures for dispensing locations, if applicable.  *Critical Task:* Discuss how the public will be informed of dispensing operations including locations, time period of availability, and method of delivery.  **Source(s):** [Insert name of plan, policy, procedure, or reference] | | |
| **Organizational Capability Target 4: Dispense medical countermeasures to identified populations**  *Critical Task:* Discuss dispensing site inventory management systems to track quantity and type of medical countermeasure present at the dispensing site.  *Critical Task:* Discuss how to screen and triage individuals to determine which medical countermeasure is appropriate to dispense to individuals if more than one type or subset of medical countermeasure is being provided at the site.  *Critical Task:* Discuss distribution process for pre-printed drug/vaccine information sheets that include instructions on how to report adverse drug events.  *Critical Task:* Discuss documentation of doses of medical countermeasures dispenses, including but not limited to: product name and lot number, date of dispensing, and location of dispensing.  *Critical Task:* Discuss reporting and aggregation inventory and dispensing information to jurisdictional authorities at least weekly during an incident, but potentially more frequently based on incident needs.  *Critical Task:* Discuss the disposition of unused medical countermeasures within the jurisdictional health system according to jurisdictional policies.  **Source(s):** [Insert name of plan, policy, procedure, or reference] | | |
| **Organizational Capability Target 5: Report adverse events**  *Critical Task:* Discuss the mechanism(s) for individuals and healthcare providers to notify health departments about adverse events.  *Critical Task:* Discuss the process to report adverse event data to jurisdictional and federal authorities according to jurisdictional protocols.  **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** |
| **Identify and initiate medical countermeasure dispensing strategies** | * Critical Task: Discuss engaging subject matter experts including federal partners, to determine what medical countermeasures are best suited and available for the incidents most likely to occur based on jurisdictional risk assessment. * Critical Task: Discuss engaging private sector, local, state, regional, and federal partners, as appropriate to the incident, to identify and fill response roles. |  |  |
| **Receive medical countermeasures** | * Critical Task: Discuss the assessment of the extent to which jurisdictional medical countermeasures inventories can meet incident needs. * Critical Task: Discuss how to request additional medical countermeasures from private, jurisdictional, and/or federal partners using established procedures. * Critical Task: Discuss how to identify and notify intermediary distribution sites based on the needs of the incident, if applicable. |  |  |
| **Activate dispensing modalities** | * Critical Task: Discuss the dispensing strategies, dispensing sites, dispensing modalities and other approaches to achieve dispensing goals commensurate with the targeted population. * Critical Task: Discuss the activation of staff that will support the dispensing modality in numbers necessary to achieve dispensing goals commensurate with the targeted populations. * Critical Task: Discuss the mechanisms for providing medical countermeasures for public health responders, critical infrastructure personnel and their families if applicable. * Critical Task: Discuss site-specific security measures for dispensing locations, if applicable. * Critical Task: Discuss how the public will be informed of dispensing operations including locations, time period of availability, and method of delivery. |  |  |
| **Dispense medical countermeasures to identified populations** | * Critical Task: Discuss the dispensing site inventory management systems to track quantity and type of medical countermeasure present at the dispensing site. * Critical Task: Discuss how to screen and triage individuals to determine which medical countermeasure is appropriate to dispense to individuals if more than one type or subset of medical countermeasure is being provided at the site. * Critical Task: Discuss distribution process for pre-printed drug/vaccine information sheets that include instructions on how to report adverse drug events. * Critical Task: Discuss the documentation of doses of medical countermeasures dispenses, including but not limited to: product name and lot number, date of dispensing, and location of dispensing. * Critical Task: Discuss reporting and aggregation of inventory and dispensing information to jurisdictional authorities at least weekly during an incident, but potentially more frequently based on incident needs. * Critical Task: Discuss the disposition of unused medical countermeasures within the jurisdictional health system according to jurisdictional policies. |  |  |
| **Report adverse events** | * Critical Task: Discuss the mechanism(s) for individuals and healthcare providers to notify health departments about adverse events. * Critical Task: Discuss the process to report adverse event data to jurisdictional and federal authorities according to jurisdictional protocols. |  |  |
|  |  | **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). |