**Exercise Evaluation Guides (EEGs)**

**March 2014 Severe Weather Tabletop Exercise (TTX)**

**March 11, 2014**

**Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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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

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| **RESPONSE - OPERATIONAL COORDINATION** |
| **Exercise Objective**: Describe how local and state agencies will establish and maintain a unified and coordinated operational structure for managing severe weather threats in accordance with county and state emergency operations plans. |
| **Core Capability**: **Operational Coordination -** Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities. |
| **Organizational Capability Target 1: Receive and disseminate severe weather alerts to local and state agencies in accordance with emergency operations plans.**   * *Critical Task*: Discuss how the National Weather Service receives, interprets, and disseminates weather threats to state/local agencies; * *Critical Task*: Discuss how local and state agencies receive and disseminate weather alerts received from the National Weather Service.   **Source(s):** County Emergency Operations Plans, Commonwealth of Kentucky Emergency Operations Plan, Supporting Emergency Support Function Annexes, NOAA Reference, Commonwealth of Kentucky’s Threat Hazard Identification and Risk Assessment |
| **Organizational Capability Target 2: Activate local and state emergency operations centers (EOC) in accordance with emergency operations plans.**   * *Critical Task*: Discuss how incident management personnel will be notified and activated to staff key positions at an EOC; * *Critical Task*: Discuss how agencies will establish direction, coordination, and control through an activated EOC; * *Critical Task*: Discuss the primary responsibilities/roles of each ESF within an EOC for supporting response/recovery efforts for severe weather incidents.   **Source(s):** County Emergency Operations Plans, Commonwealth of Kentucky Emergency Operations Plan, Supporting Emergency Support Function Annexes, Commonwealth of Kentucky’s Threat Hazard Identification and Risk Assessment |
| **Organizational Capability Target 3: Deactivate emergency operations centers in accordance with emergency operations plans.**   * *Critical Task*: Discuss how officials will notify agencies concerning deactivation of an EOC; * *Critical Task*: Discuss how incident related expenditures are documented and reported; * *Critical Task*: Discuss how agencies will evaluate operations and update plans/procedures through development of After Action Reports/Improvement Plans (AAR/IP).   **Source(s):** County Emergency Operations Plans, Commonwealth of Kentucky Emergency Operations Plan, Commonwealth of Kentucky’s Threat Hazard Identification and Risk Assessment |

| **RESPONSE - OPERATIONAL COORDINATION** | | | |
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| **Organizational Capability Target** | **Associated Critical Tasks** | **Observation Notes and**  **Explanation of Rating** | **Target Rating** |
| **Receive and disseminate severe weather alerts to local and state agencies in accordance with emergency operations plans.** | Discuss how the National Weather Service receives, interprets, and disseminates weather threats to state/local agencies.  *-Mod1/State/Question(s): 1,2*  *-Mod2/State/Questions(s): 1*  *-Mod2/County/Question(s): 1,2* |  |  |
| Discuss how local and state agencies receive and disseminate weather alerts received from the National Weather Service.  *-Mod1/State/Question(s): 2, 3*  *-Mod2/State/Questions(s): 1*  *-Mod1/County/Question(s): 1, 2, 3* |  |  |
| **Activate local and state emergency operations centers (EOC) in accordance with emergency operations plans.** | Discuss how incident management personnel will be notified and activated to staff key positions at an EOC.  *-Mod1/State/Question(s): 4, 5, 6*  *-Mod1/County/Questions(s): 4, 5* |  |  |
| Discuss how agencies will establish direction, coordination, and control through an activated EOC.  *-Mod1/State/Question(s): 4, 5, 6*  *-Mod2/State/Question(s): 2, 3*  *-Mod1/County/Question(s): 4, 5*  *-Mod2/County/Question(s): 1* |  |  |
| Discuss the primary responsibilities/roles of each ESF within an EOC for supporting response/recovery efforts for severe weather incidents.  *-Mod1/State/Question(s): 5, 7*  *-Mod2/State/Question(s): 2, 6*  *-Mod2/County/Question(s): 1, 3*  *-Mod3/State/Question(s): 1, 2* |  |  |
| **Deactivate emergency operations centers in accordance with emergency operations plans.** | Discuss how officials will notify agencies concerning deactivation of an EOC.  *-Mod3/State/Question(s): 3, 4*  *-Mod3/County/Question(s): 3* |  |  |
| Discuss how incident related expenditures are documented and reported.  *-Mod3/State/Question(s): 2, 5, 6*  *-Mod3/County/Question(s): 5, 6* |  |  |
| Discuss how agencies will evaluate operations and update plans/procedures through development of After Action Reports/Improvement Plans (AAR/IP).  *-Mod3/State/Question(s): 7*  *-Mod3/County/Question(s): 4* |  |  |
| **Additional Notes** |  | **Final Core Capability Rating** |  |
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| **PROTECTION - INTELLIGENCE AND INFORMATION SHARING** |
| **Exercise Objective**: Describe how local and state agencies will collect, analyze, and disseminate severe weather incident related information in accordance with county and state emergency operations plans. |
| **Core Capability**: **Intelligence and Information Sharing -** Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or homeland security by Federal, state, local, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among Federal, state, local or private sector entities as appropriate. |
| **Organizational Capability Target 1: Incorporate all stakeholders into information flow in accordance with emergency operations plans.**   * Critical Task: Discuss how local, state, and federal agencies are identified for inclusion into the information sharing process before, during, and after a severe weather incident occurs.   **Source(s):** County Emergency Operations Plans,Commonwealth of Kentucky Emergency Operations Plan, Commonwealth of Kentucky’s Threat Hazard Identification and Risk Assessment |
| **Organizational Capability Target 2: Maintain a common operating picture for real-time sharing of information with participating entities in accordance with emergency operations plans.**   * Critical Task: Discuss how local, state, and federal agencies will collect, analyze, and disseminate incident related information; to include Incident Action Plans and Situation Reports.   **Source(s):** County Emergency Operations Plans,Commonwealth of Kentucky Emergency Operations Plan, Commonwealth of Kentucky’s Threat Hazard Identification and Risk Assessment |

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| **PROTECTION - INTELLIGENCE AND INFORMATION SHARING** | | | |
| **Organizational Capability Target** | **Associated Critical Tasks** | **Observation Notes and**  **Explanation of Rating** | **Target Rating** |
| **Incorporate all stakeholders into information flow in accordance with emergency operations plans.** | Discuss how local, state, and federal agencies are identified for inclusion into the information sharing process before, during, and after a severe weather incident occurs.  *-Mod1/State/Question(s): 2, 3, 5, 6, 7*  *-Mod1/County/Question(s): 2, 3, 5* |  |  |
| **Maintain a common operating picture for real-time sharing of information with participating entities in accordance with emergency operations plans.** | Discuss how local, state, and federal agencies will collect, analyze, and disseminate incident related information, to include Incident Action Plans and Situation Reports.  *-Mod1/State/Question(s): 7*  *-Mod2/State/Question(s): 4, 5*  *-Mod2/County/Question(s): 2* |  |  |
| **Additional Notes** |  | **Final Core Capability Rating** |  |
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| **PROTECTION - PUBLIC INFORMATION AND WARNING** |
| **Exercise Objective**: Describe how severe weather alerts are disseminated to the general public from local, state, and federal agencies in accordance with county and state emergency operations plans. |
| **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: Activate emergency public information and warning systems in accordance with emergency operations plans.**   * Critical Task: Discuss how local and state agencies will activate a Joint Information Center (JIC); * Critical Task: Discuss how personnel within the JIC will collect, develop, and release public information;   **Source(s):** County Emergency Operations Plans, Commonwealth of Kentucky Emergency Operations Plan, ESF – 15 Annex, Commonwealth of Kentucky’s Threat Hazard Identification and Risk Assessment |
| **Organizational Capability Target 2: Issue public information, alerts, and warnings in accordance with emergency operations plans.**   * Critical Task: Discuss how officials will alert the general public of severe weather through the release of public information; * Critical Task: Discuss the types of information that will be disseminated through a JIC, i.e., shelter locations, emergency guidance, etc.   **Source(s):** Commonwealth of Kentucky Emergency Operations Plan; ESF 15 Annex, Commonwealth of Kentucky’s Threat Hazard Identification and Risk Assessment |

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| **PROTECTION - PUBLIC INFORMATION AND WARNING** | | | |
| **Organizational Capability Target** | **Associated Critical Tasks** | **Observation Notes and**  **Explanation of Rating** | **Target Rating** |
| **Activate emergency public information and warning systems in accordance with emergency operations plans.** | Discuss how local and state agencies will activate a Joint Information Center (JIC).  *-Mod2/State/Question(s): 7*  *-Mod2/County/Question(s): 4, 5* |  |  |
| Discuss how personnel within the JIC will collect, develop, and release public information.  *-Mod2/State/Question(s): 7, 8*  *-Mod2/County/Question(s): 4, 5* |  |  |
| **Issue public information, alerts, and warnings in accordance with emergency operations plans.** | Discuss how officials will alert the general public of severe weather through the release of public information.  *-Mod1/State/Question(s): 2, 3*  *-Mod1/County/Question(s): 3*  *-Mod2/County/Question(s): 4, 5* |  |  |
| Discuss the types of information that will be disseminated through a JIC, i.e., shelter locations, emergency guidance, etc.  *-Mod2/State/Question(S): 8* |  |  |
| **Additional Notes** |  | **Final Core Capability Rating** |  |
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## 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). |