**Exercise Evaluation Guides (EEGs)**

**August 2014 HazMat Tabletop Exercise (TTX)**

**August 20, 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 an incident transitions from an Incident Command to Unified Command. |
| **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: Recognize triggers that would suggest a transition from Incident Command to Unified Command.*** Critical Task: Discuss how multiple Operational Periods impact command structure;
* Critical Task: Discuss how command structure is impacted when multiple agencies with regulatory or statutory authority respond to an incident;
* Critical Task: Discuss how command structure is impacted when the incident complexity and scope exceed the management capabilities of a single Incident Command;
* Critical Task: Discuss how command structure is impacted when multiple jurisdictions are involved in the incident response.

**Source(s):**  IC to UC Transition Guide |
| **Organizational Capability Target 2: Transition from an Incident Command to a Unified Command.*** Critical Task: Discuss the process for the selection of agencies represented in the Unified Command.

**Source(s):**  IC to UC Transition Guide |
| **Organizational Capability Target 3: Determine and Validate Unified Command Operations*** Critical Task: Discuss the process for the selection and assignment of personnel to the Finance, Logistics, Operations, and Planning Section Chief positions during the transition to Unified Command;
* Critical Task: Discuss how multiple Operational Periods are maintained.

**Source(s):**  IC to UC Transition Guide |

| **RESPONSE - OPERATIONAL COORDINATION** |
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| **Organizational Capability Target** | **Associated Critical Tasks** | **Observation Notes and** **Explanation of Rating** | **Target Rating** |
| **Recognize triggers that would suggest a transition from Incident Command to Unified Command.** | * Discuss how multiple Operational Periods impact command structure.
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| * Discuss how command structure is impacted when multiple agencies with regulatory or statutory authority respond to an incident.
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| * Discuss how command structure is impacted when the incident complexity and scope exceed the management capabilities of a single Incident Command.
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| * Discuss how command structure is impacted when multiple jurisdictions are involved in the incident response.
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| **Transition from an Incident Command to a Unified Command.** | * Discuss the process for the selection of agencies represented in the Unified Command.
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| **Determine and Validate Unified Command Operations** | * Discuss the process for the selection and assignment of personnel to the Finance, Logistics, Operations, and Planning Section Chief positions during the transition to Unified Command.
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| * Discuss how multiple Operational Periods are maintained.
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| **Additional Notes** |  | **Final Core Capability Rating** |  |
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| **Response – Operational Coordination** |
| **Exercise Objective**: Describe how an incident transitions from a Unified Command to an Incident Command. |
| **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: Recognize triggers that would suggest a transition from a Unified Command to an Incident Command.*** Critical Task: Discuss how command structure is influenced as the danger from an incident decreases and agencies with regulatory or statutory authority withdraw from on-scene response activities;
* Critical Task: Discuss how a decrease in multiple Operational Periods impacts the command structure of an incident.

**Source(s):** IC to UC Transition Guide |
| **Organizational Capability Target 2: Transition from a Unified Command to an Incident Command.*** Critical Task: Discuss how the Unified Command transitions to an Incident Command;
* Critical Task: Discuss when the Safety Officer is no longer needed;
* Critical Task: Discuss other positions that may stay behind during the transition back to Incident Command.

**Source(s):** IC to UC Transition Guide |
| **Organizational Capability Target 3: Determine and validate Incident Command Operations.*** Critical Task: Discuss the demobilization plan for those agencies not participating in the Incident Command;
* Critical Task: Discuss who writes and implements the Demobilization Plan;
* Critical Task: Discuss when the process for writing and implementing the Demobilization Plan begins.

**Source(s):** IC to UC Transition Guide |

| **RESPONSE - OPERATIONAL COORDINATION** |
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| **Organizational Capability Target** | **Associated Critical Tasks** | **Observation Notes and** **Explanation of Rating** | **Target Rating** |
| **Recognize triggers that would suggest a transition from a Unified Command to an Incident Command.** | * Discuss how command structure is influenced as the danger from an incident decreases and agencies with regulatory or statutory authority withdraw from on-scene response activities.
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| * Discuss how a decrease in multiple Operational Periods impacts the command structure of an incident.
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| **Transition from a Unified Command to an Incident Command.** | * Discuss how the Unified Command transitions to an Incident Command.
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| * Discuss when the Safety Officer is no longer needed.
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| * Discuss other positions that may stay behind during the transition back to Incident Command.
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| **Determine and Validate Incident Command Operations** | * Discuss the demobilization plan for those agencies not participating in the Incident Command.
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| * Discuss who writes and implements the Demobilization Plan.
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| * Discuss when the process for writing and implementing the Demobilization Plan begins.
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| **Additional Notes** |  | **Final Core Capability Rating** |  |
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| **Response – Operational Coordination** |
| **Exercise Objective**: Describe how an incident is closed. |
| **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: Recognize triggers that may suggest closing an incident.*** Critical Task: Discuss the transition to the lowest level of command structure and how the transition impacts the closing of an incident.

**Source(s):** IC to UC Transition Guide |
| **Organizational Capability Target 2: Close an incident.*** Critical Task: Discuss the process for closing an incident and transitioning to a clean-up contract.
* Critical Task: Discuss the staff involved in closing an incident.
* Critical Task: Discuss what should happen with incident documentation.

**Source(s):** IC to UC Transition Guide |

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| **Response – Operational Coordination** |
| **Organizational Capability Target** | **Associated Critical Tasks** | **Observation Notes and** **Explanation of Rating** | **Target Rating** |
| **Recognize triggers that may suggest closing an incident.** | * Discuss the transition to the lowest level of command structure and how the transition impacts the closing of an incident.
 |  |  |
| **Close an incident.** | * Discuss the process for closing an incident and transitioning to a clean-up contract.
 |  |  |
| * Discuss the staff involved in closing an incident.
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| * Discuss what should happen with incident documentation.
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| **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). |