**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. |  |  |
| * Discuss how command structure is impacted when multiple agencies with regulatory or statutory authority respond to an incident. |  |  |
| * Discuss how command structure is impacted when the incident complexity and scope exceed the management capabilities of a single Incident Command. |  |  |
| * Discuss how command structure is impacted when multiple jurisdictions are involved in the incident response. |  |  |
| **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. |  |  |
| * Discuss how multiple Operational Periods are maintained. |  |  |
| **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. |  |  |
| * Discuss how a decrease in multiple Operational Periods impacts the command structure of an incident. |  |  |
| **Transition from a Unified Command to an Incident Command.** | * Discuss how the Unified Command transitions to an Incident Command. |  |  |
| * Discuss when the Safety Officer is no longer needed. |  |  |
| * Discuss other positions that may stay behind during the transition back to Incident Command. |  |  |
| **Determine and Validate Incident Command Operations** | * Discuss the demobilization plan for those agencies not participating in the Incident Command. |  |  |
| * Discuss who writes and implements the Demobilization Plan. |  |  |
| * Discuss when the process for writing and implementing the Demobilization Plan begins. |  |  |
| **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. |  |  |
| * Discuss what should happen with incident documentation. |  |  |
| **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). |