# 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:* Assess the Hospital’s capability to plan for and coordinate health care evacuation and relocation using the NYS DOH Evacuation of Facilities In Disaster System (eFINDS).  |
| *Core Capability:* **Continuity of Health Care Service Delivery**Health care organizations, with support from the HCC and the ESF-8 lead agency, provide uninterrupted, optimal medical care to all populations in the face of damaged or disabled health care infrastructure. Health care workers are well-trained, well-educated, and well-equipped to care for patients during emergencies. Simultaneous response and recovery result in a return to normal or, ideally, improved operations. |
| **Organizational Capability Target 1: Perform eFINDS Administration***Critical Task:* Download Barcode Assignment: Scannable Log (PDF log) *Critical Task:* Create an Operation for a training, exercise, event*Critical Task:* Create a Temporary (TMP) Location for a training, exercise, event**Source(s):** Evacuation of Facilities in Disaster Systems 3.0 (eFINDS) Master Trainer and Facility Trainer Curriculum, December 2016 |
| **Organizational Capability Target 2: Register People in the eFINDS operation***Critical Task:* Register a single person with Scanner *Critical Task:* Register a single person without Scanner*Critical Task:* Download Barcode Document: Uploadable Spreadsheet (Admins Only) & then upload file*Critical Task:* Register multiple people using Multi Person Input (admins only)*Critical Task:* Register a person using List Available Barcodes**Source(s):** Evacuation of Facilities in Disaster Systems 3.0 (eFINDS) Master Trainer and Facility Trainer Curriculum, December 2016 |
| **Organizational Capability Target 3: Update Status, Person Record or Intended Location***Critical Task:* Change Status to Evacuated *Critical Task:* Change Status to SIPCritical Task: Indicate Person is DeceasedCritical Task: Change Status to Received*Critical Task:* Change Status to Initiated Repatriation*Critical Task:* Change Status to RepatriatedCritical Task: Change Intended Location**Source(s):** Evacuation of Facilities in Disaster Systems 3.0 (eFINDS) Master Trainer and Facility Trainer Curriculum, December 2016 |
| **Organizational Capability Target 4: Conduct Searches and Generate Reports***Critical Task:* View Reports > Facility Report*Critical Task:* List People*Critical Task:* Quick Search*Critical Task:* Locate People**Source(s):** Evacuation of Facilities in Disaster Systems 3.0 (eFINDS) Master Trainer and Facility Trainer Curriculum, December 2016 |

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| **Organizational Capability Target** | **Associated Critical Tasks** | **Observation Notes and** **Explanation of Rating** | **Target Rating** |
| Organizational Capability Target 1: Perform eFINDS Administration  | * Download Barcode Assignment: Scannable Log (PDF log)
* Create an Operation for a training, exercise, event
* Create a Temporary (TMP) Location for a training, exercise, event
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| Organizational Capability Target 2: Register People in the eFINDS operation | * Register a single person with Scanner
* Register a single person without Scanner
* Download Barcode Document: Uploadable Spreadsheet (Admins Only) & then upload file
* Register multiple people using Multi Person Input (admins only)
* Register a person using List Available Barcodes
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| Organizational Capability Target 3: Update Status, Person Record or Intended Location | * Change Status to Evacuated
* Change Status to SIP
* Indicate Person is Deceased
* Change Status to Received
* Change Status to Initiated Repatriation
* Change Status to Repatriated
* Change Intended Location
 |  |  |
| Organizational Capability Target 4: Conduct Searches and Generate Reports | * View Reports > Facility Report
* List People
* Quick Search
* Locate People
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|  |  | **Final Core Capability Rating** |  |

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| **Ratings Key** |
| P – Performed without ChallengesS – Performed with Some ChallengesM – Performed with Major ChallengesU – 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). |