# 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 SIP  Critical Task: Indicate Person is Deceased  Critical Task: Change Status to Received  *Critical Task:* Change Status to Initiated Repatriation  *Critical Task:* Change Status to Repatriated  Critical 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 |  |  |
| 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 |  |  |
| 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 |  |  |
|  |  | **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). |