# Exercise Evaluation Guide

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| ***Exercise Name****:* ***Commissioner’s Order Ebola Readiness Drill***  ***Exercise Date:*** [Insert exercise date] | ***Organization***  Insert hospital name | ***Venue****:*  Insert venue name |
| **Response** | | |
| ***Exercise Goals:***   1. **To evaluate the hospital performance on identification, isolation and clinical evaluation of suspect Ebola patients, and** 2. **To educate staff on the appropriate personal protective equipment to be used in evaluation of a suspect Ebola patient.** | | |
| ***Core Capability****:* **Public Health and Medical Services**  Provide lifesaving medical treatment via emergency medical services and related operations and avoid additional disease and injury by providing targeted public health and medical support and products to all people in need within the affected area. | | |
| **Organizational Capability Target 1: Emergency Operations Coordination - Assess the ability of the hospital and/or regional coalition to activate its Hospital Incident Command System (HICS) or Incident Command System, as appropriate to the incident.**   * Critical Task #1: Implement notification procedures for incident management personnel and key administrative staff * Critical Task #2: Assign roles and responsibilities to the incident management team and general staff * Critical Task #3: Manage incident response in accordance with the Hospital Incident Command System (HICS) organizational structures, doctrine, and procedures, as defined in NIMS   **Source(s):** [Insert name of plan, policy, procedure, or reference] | | |
| **Organizational Capability Target 2: Emergency Operations Coordination, Information Sharing** – The hospital demonstrates the ability to notify and communicate appropriate essential elements of information to State and local agencies.   * Critical Task #1: Facility has established its HCC and is operating under HICS. * Critical Task #2: Facility notifies both the NYSDOH Regional Office, and the local health department regarding a suspect case of Ebola. | | |

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| **Organizational Capability Target** | **Associated Critical Tasks** | **Observation Notes and**  **Explanation of Rating** | **Target Rating** |
| Assess the ability of the hospital and/or regional coalition to activate its Hospital Incident Command System (HICS) or Incident Command System, as appropriate to the incident. | * Critical Task #1: Implement notification procedures for incident management personnel and key administrative staff * Critical Task #2: Assign roles and responsibilities to the incident management team and general staff * Critical Task #3: Manage incident response in accordance with the Hospital Incident Command System (HICS) organizational structures, doctrine, and procedures, as defined in NIMS |  |  |
| The hospital demonstrates the ability to notify and communicate appropriate essential elements of information to State and local agencies. | * Critical Task #1: Facility has established its HCC and is operating under HICS. * Critical Task #2: Facility notifies both the NYSDOH Regional Office, and the local health department regarding a suspect case of Ebola. |  |  |
|  |  | **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). |