# Exercise Evaluation Guide

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| ***Exercise Name:******Commissioner’s Order Ebola Readiness Drill***  ***Exercise Date:*** [Insert exercise date] | *Organization/Jurisdiction:*  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: Medical Surge, Healthcare System Preparedness, Healthcare System Recovery –** The hospital demonstrates the ability to activate relevant plans and procedures to respond to the incident and assure continuity of essential functions.   * ***Critical Task #1:*** *Activate facility Screening and Isolation Plan.* * ***Critical Task #2:*** *Activate Emergency Department Operations Plan, as appropriate*. * ***Critical Task #3***: *Activate 96 hour sustainability plan, as appropriate*   **Source(s):** [Insert name of plan, policy, procedure, or reference] | | |
| **Organizational Capability Target 2: Medical Surge –** Reception staff will recognize a suspect case of Ebola by following the patient registration protocol.   * ***Critical Task #1:***  *Reception staff will*    1. *Ask about symptoms*   ❒ *fever* ❒ *headache* ❒ *muscle pain* ❒ *vomiting* ❒ *diarrhea* ❒ *abdominal pain*  ❒ *unexplained hemorrhaging*   * 1. *Ask about travel history* ***within the past 21 days.***   2. *Ask about contact with an ill person.*   3. *Alert others about the need for isolation as quickly as possible* * *Critical Task #2: Immediately isolate a suspect case of Ebola in a private room with a door and access to a private bathroom or portable commode. Check all that apply:*   ❒ *Airborne Infection Isolation Room (AIIR, negative pressure room)*  ❒ *Private room with a door*  ❒ *Private room with a door and private bathroom or portable commode*  ❒ *Area of the reception room that is segregated from all other persons*  ❒ *Other*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Source(s):** [Insert name of plan, policy, procedure, or reference] | | |
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| **Organizational Capability Target 3: Medical Surge -** Hospital personnel demonstrate the ability to ensure appropriate assessment and clinical management of the suspect patient, and determine/report the final disposition.   * *Critical Task #1***:** *Hospital personnel conduct initial evaluation of suspect patient.* * *Critical Task #2***:** *Hospital personnel stabilize patient, as appropriate.* * *Critical Task #3***:** *Hospital personnel determine need for initial testing of suspect patient.* * *Critical Task #4***:** *Hospital personnel determine appropriate disposition of suspect patient.* * *Critical Task #5***:** *Hospital personnel notify local health department of suspect patient’s disposition.*   **Source(s):** [Insert name of plan, policy, procedure, or reference] | | |
| **Organizational Capability Target 4: Medical Surge, Responder Safety and Health -** Hospital personnel demonstrate the ability to access, and don and doff appropriate personal protective equipment, consistent with CDC guidelines.   * ***Critical Task 1:*** *Staff is able to don appropriate PPE. Check all that apply:*   ❒ *Surgical Mask*  ❒ *N95 Respirator*  ❒ *Gloves*  ❒ *Gown*  ❒ *Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*   * ***Critical Task 2****: Staff is able to appropriately doff PPE. Check all that apply:*   ❒ *Surgical Mask*  ❒ *N95 Respirator*  ❒ *Gloves*  ❒ *Gown*  ❒ *Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  **Source(s):** [Insert name of plan, policy, procedure, or reference] | | |

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| **Organizational Capability Target** | **Associated Critical Tasks** | **Observation Notes and**  **Explanation of Rating** | **Target Rating** |
| The hospital demonstrates the ability to activate relevant plans and procedures to respond to the incident and assure continuity of essential functions. | * ***Critical Task #1:*** *Activate facility Screening and Isolation Plan.* * ***Critical Task #2:*** *Activate Emergency Department Operations Plan, as appropriate*. |  |  |
| Reception staff will recognize a suspect case of Ebola by following the patient registration protocol. | * ***Critical Task #1:***  *Reception staff will*  1. *Ask about symptoms*   ❒ *fever* ❒ *headache* ❒ *muscle pain* ❒ *vomiting* ❒ *abdominal pain* ❒ *diarrhea* ❒ *unexplained hemorrhaging*   1. *Ask about travel history* ***within the past 21 days.*** 2. *Ask about contact with an ill person.* 3. *Alert others about the need for isolation as quickly as possible*  * *Critical Task #2: Immediately isolate a suspect case of Ebola in a private room with a door and access to a private bathroom or portable commode. Check all that apply:*   ❒ *Airborne Infection Isolation Room (AIIR, negative pressure room)*  ❒ *Private room with a door*  ❒ *Private room with a door and private bathroom or portable commode*  ❒ *Area of the reception room that is segregated from all other persons*  ❒*Other*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Hospital personnel demonstrate the ability to ensure appropriate assessment and clinical management of the suspect patient, and determine/report the final disposition. | * *Critical Task #1***:** *Hospital personnel conduct initial evaluation of suspect patient.* * *Critical Task #2***:** *Hospital personnel stabilize patient, as appropriate.* * *Critical Task #3***:** *Hospital personnel determine need for initial testing of suspect patient.* * *Critical Task #4***:** *Hospital personnel determine appropriate disposition of suspect patient.* * *Critical Task #5***:** *Hospital personnel notify local health department of suspect patient’s disposition.* |  |  |
| Hospital personnel demonstrate the ability to access, and don and doff appropriate personal protective equipment, consistent with CDC guidelines. | * ***Critical Task 1:*** *Staff is able to don appropriate PPE. Check all that apply:*   ❒ *Surgical Mask*  ❒ *N95 Respirator*  ❒ *Gloves*  ❒ *Gown*  ❒ *Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*   * ***Critical Task 2****: Staff is able to appropriately doff PPE. Check all that apply:*   ❒ *Surgical Mask*  ❒ *N95 Respirator*  ❒ *Gloves*  ❒ *Gown*  ❒ *Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |  |
|  |  | **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). |