

OPERATIONAL COORDINATION EXERCISE EVALUATION GUIDE

Exercise Name: Exercise Date:	Jurisdiction:	Groups: All Groups Evaluator:	
Response: Operational Coordination			
Exercise Objectives: (1) Evaluate abilities to share incident information and establish (and maintain) a common operating picture (COP) of the incident among cooperating organizations and (2) Evaluate abilities to implement protective actions, including evacuation and protection in-place operations in/near affected areas.			
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.			
Capability Target	Associated Critical Tasks	Observation Notes and Explanation of Rating	Target Rating
Activity 1: EOC/EMA Support 1. Regional coordination is initiated by one or more EMAs to provide mutual aid to affected jurisdictions? 2. The incident is recognized as a Level 3 Hazmat Incident (e.g., significant regional support is needed by local jurisdiction(s))/ 3. A WebEOC incident is established to coordinate actions among jurisdictions/ 4. Jurisdictions have access to and post to WebEOC regional boards? 5. Appropriate staff is notified to report, as necessary, per the Emergency Operations Plan. 6. EMAs initiate and maintain coordination with other jurisdictions in the region. 7. Jurisdictional emergency management operations are supported and coordinated. 8. IC/UC, emergency response priorities, and IAP are coordinated and supported by and with EOC/EMA.			

Activity 2: Implement EOC Operations 9. WebEOC regional boards are developed and share information. 10. Regional ordering protocols are used and acknowledged. 11. Initiate logs of actions and messages sent and received. 12. Determination is made to develop an Incident Action Plan (IAP). 13. External organizations (e.g., government and non-government) are notified and integrated into EOC operations, as appropriate. 14. Evacuation and mass care resources are identified and alerted/activated. 15. References and professionals are identified to provide technical support regarding effects of chemical exposure to various populations, public outreach, medical treatments, and expected outcomes. 16. Arrangements made for extended staffing (i.e., 24-hour staffing) of EOC?		
Activity 3: Resource Management 17. IC/UC identifies resource needs and addresses gaps. 18. IC/UC establishes communication with EOCs to obtain resource. 19. IC/UC and EOC recognize what response capabilities (number of trained personnel, equipment, and apparatus) are provided by Regional Hazmat Teams. 20. Identify response resources available through local, State, and federal organizations. 21. Staging Area and other logistical bases are identified, staffed, and communicated to incoming resources? 22. Recognize need to implement mutual aid agreements? 23. Resources (people, personnel, equipment, and supplies) are tracked and managed within WebEOC. 24. IC integrates arriving first responders into the IC/UC structure.		

25. Other State assets are requested and deployed.		
26. Resources are tracked (mission tracking) as allocated.		
27. Resource shortfalls are projected and addressed proactively.		
Activity 4: Information Sharing		
28. Accurate and clear information is passed to dispatched response units/teams.		
29. Incident information is relayed to pertinent incident management facilities and individuals (e.g., COMC, COML, local EOC, etc.)		
30. WebEOC is used to document the incident and coordinate local and regional activities.		
31. All participants are aware of the current incident information and incident status.		
32. All participants have easy access to needed information, as appropriate.		
33. A common operating picture (COP) is established and is maintained across all participating entities at all levels to ensure all responding agencies are working from the same information.		
Sources: Regional Coordination Guides ESF-2, -5, and -7 and Regional, Hazardous Material Emergency Preparedness Plan, U.S. Department of Homeland Security's Core Capabilities List	Operational Coordination Final Core Capability Rating	

Evaluator Name _____

Evaluator E-mail _____

Phone _____

Ratings Key

P – Performed without Challenges

S – Performed with Some Challenges

M – Performed with Major Challenges

U – Unable to be Performed

Ratings Definitions

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).