# Exercise Evaluation Guide

Exercise Name: [Insert Exercise Name]

Exercise Date: [Insert Exercise Date]

Jurisdiction/Organization: [Insert Jurisdiction or Organization]

Venue: [Insert Venue Name]

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| Throughout this document, instructions are included in green boxes that will guide you through the completion of this Exercise Evaluation Guide (EEG) for your facility/agency. Delete the green boxes when you complete the EEG. Replace highlighted text with information specific to your facility. |

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| These are example capability targets and critical tasks based on the questions in the situation manual. These may be edited, removed, or added to based on your hospital’s specific surge plans.  |

| **Response**  |
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| **Exercise Objective 1**: Test the ability of [FACILITY / HOSPITAL NAME] to handle a surge of trauma patients (20% and up to 75% of your average daily census) and would strain your resources.  |
| **Capability:** HPP Capability 4: Medical Surge |
| **Organizational Capability Target 1:** Discuss the initial actions taken by upon learning of a likely medical surge event. Critical Task: Discuss what actions the following areas would take:Intensive Care Unit (ICU) / Critical Care, Medical / Surgical Units, Perioperative Services, Ambulatory Care, Support/Ancillary Care Services. Critical Task: Determine if a disaster triage method would be implemented.Critical Task: [Insert task from frameworks, plans, or SOPs]Critical Task: [Insert task from frameworks, plans, or SOPs]Source(s): [Insert name of plan, policy, procedure, or reference] |
| **Organizational Capability Target 2:** Discuss what actions could be taken to rapidly make more bed space available for trauma surge patients.Critical Task: Review any rapid decompression procedures or plan.Critical Task: Determine how more staff could be made available to care for the surge of trauma patients.Critical Task: [Insert task from frameworks, plans, or SOPs]Critical Task: [Insert task from frameworks, plans, or SOPs]Source(s): [Insert name of plan, policy, procedure, or reference] |
| **Organizational Capability Target 3:** [Insert target capability]Critical Task: [Insert task from frameworks, plans, or SOPs]Critical Task: [Insert task from frameworks, plans, or SOPs]Critical Task: [Insert task from frameworks, plans, or SOPs]Critical Task: [Insert task from frameworks, plans, or SOPs]Source(s): [Insert name of plan, policy, procedure, or reference] |

| **Response**  |
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| **Exercise Objective 2:** Discuss and review [FACILITY / HOSPITAL NAME] medical surge plans and procedures. |
| **Capability:** HPP Capability 4: Medical Surge |
| **Organizational Capability Target 1:** Discuss the activation process of your medical surge plans. Critical Task: Discuss the triggers of your medical surge plan activation. Critical Task: Determine how each department is made aware of the situation.Critical Task: Discuss the triggers for Hospital Command Center activation.Critical Task: [Insert task from frameworks, plans, or SOPs]Source(s): [Insert name of plan, policy, procedure, or reference] |
| **Organizational Capability Target 2:** Review Hospital Incident Command System (HICS) roles in a medical surge scenario.Critical Task: Determine what roles would need to be filled upon HICS activation.Critical Task: Determine who would fill these roles at your [FACILITY / HOSPITAL NAME]Critical Task: [Insert task from frameworks, plans, or SOPs]Critical Task: [Insert task from frameworks, plans, or SOPs]Source(s): [Insert name of plan, policy, procedure, or reference] |
| **Organizational Capability Target 3:** Review and discuss internal and external communications during a medical surge event.Critical Task: Review the methods by which all departments within [FACILITY / HOSPITAL NAME] are made aware of the surge event. Critical Task: Review external communications plans and determine which external partners would need to be notified of the surge event at [FACILITY / HOSPITAL NAME].Critical Task: [Insert task from frameworks, plans, or SOPs]Critical Task: [Insert task from frameworks, plans, or SOPs]Source(s): [Insert name of plan, policy, procedure, or reference] |
| **Organizational Capability Target 4:** [Insert target capability]Critical Task: [Insert task from frameworks, plans, or SOPs]Critical Task: [Insert task from frameworks, plans, or SOPs]Critical Task: [Insert task from frameworks, plans, or SOPs]Critical Task: [Insert task from frameworks, plans, or SOPs]Source(s): [Insert name of plan, policy, procedure, or reference] |

| **Organizational Capability Target** | **Associated Critical Tasks** | **Observation Notes and Explanation of Rating** | **Target Rating** |
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| Discuss the initial actions taken by upon learning of a likely medical surge event. | * Discuss what actions the following areas would take: Intensive Care Unit (ICU) / Critical Care, Medical / Surgical Units, Perioperative Services, Ambulatory Care, Support/Ancillary Care Services.
* Determine if a disaster triage method would be implemented.
 | [Observation notes and explanation of rating] | [Target rating] |
| Discuss what actions could be taken to rapidly make more bed space available for trauma surge patients. | * Review any rapid decompression procedures or plan.
* Determine how more staff could be made available to care for the surge of trauma patients.
 | [Observation notes and explanation of rating] | [Target rating] |
| Discuss the activation process of your medical surge plans. | * Discuss the triggers of your medical surge plan activation.
* Determine how each department is made aware of the situation.
* Discuss the triggers for Hospital Command Center activation.
 | [Observation notes and explanation of rating] | [Target rating] |
| Review Hospital Incident Command System (HICS) roles in a medical surge scenario. | * Determine what roles would need to be filled upon HICS activation.
* Determine who would fill these roles at your [FACILITY / HOSPITAL NAME]
 | [Observation notes and explanation of rating] | [Target rating] |
| Review and discuss internal and external communications during a medical surge event. | * Review the methods by which all departments within [FACILITY / HOSPITAL NAME] are made aware of the surge event.
* Review external communications plans and determine which external partners would need to be notified of the surge event at [FACILITY / HOSPITAL NAME].
 | [Observation notes and explanation of rating] | [Target rating] |
| [Insert target capability] | * [Insert Critical Task]
 | [Observation notes and explanation of rating] | [Target rating] |
| [Insert target capability] | * [Insert Critical Task]
 | [Observation notes and explanation of rating] | [Target rating] |

| **Evaluator Information** |
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| Evaluator Name: [Insert] |
| Evaluator Email: [Insert] |
| Evaluator Phone: [Insert] |

**Final Capability Rating: [Enter Total Rating here]**

## Ratings Definitions

| **Performed without Challenges (P)** | The targets and critical tasks associated with the 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. |
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| **Performed with Some Challenges (S)** | The targets and critical tasks associated with the 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 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 capability were not performed in a manner that achieved the objective(s). |

This State of Colorado publication was supported by the Cooperative Agreement Number 5 U3REP190556-02-00 funded by the U.S. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response (ASPR)