

Appendix D: EOC Management Exercise Evaluation Guide (Revised)

Bluestone Dam Functional Exercise

16 June 2012

Emergency Operations Center (EOC) Management
Exercise Evaluation Guide (EEG) Analysis Form

Evaluator Name/Location: _____

Email Address/Phone #: _____

Emergency Operations Center (EOC) Management

Relevant Exercise Objectives

<input type="checkbox"/> Mass Care	<input type="checkbox"/> Citizen Evacuation
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Direct Emergency Operation Center's (EOC's) Tactical Operations

Plan Ref	Task	Metric	Yes	No	Time
[Name, Pg/Sec#]	Establish organization/operation of EOC.	[From plan]			

[Name, Pg/Sec#]	Ensure that all appropriate Emergency Support Functions (ESFs) are staffed.	[From plan]			

[Name, Pg/Sec#]	Direct all support organizations participating in the EOC.	[From plan]			

[Name, Pg/Sec#]	Arrange for shelter, housing, and feeding for displaced EOC Staff and families.	[From plan]			

[Name, Pg/Sec#]	Coordinate jurisdictional emergency management operations.	[From plan]			

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Activity Analysis
Observations (Each bullet will need a completed AAR input form.)
Strengths <ul style="list-style-type: none"> • • •
Areas for Improvement <ul style="list-style-type: none"> • <ul style="list-style-type: none"> – Root Cause • <ul style="list-style-type: none"> – Root Cause • <ul style="list-style-type: none"> – Root Cause
Additional Observations: _____ _____ _____ _____ _____

Activate the EOC

Plan Ref	Task	Metric	Yes	No	Time
[Name, Pg/Sec#]	Activate the EOC. _____ _____	[From plan]			
[Name, Pg/Sec#]	Activate, alert, and request response from EOC personnel. _____ _____	[From plan]			
[Name, Pg/Sec#]	Brief incoming personnel. Include Shift change brief where applicable. _____ _____	[From plan]			

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Areas for Improvement <ul style="list-style-type: none"> • – Root Cause • – Root Cause • – Root Cause
Additional Observations: _____ _____ _____ _____ _____ _____

Gather and Provide Information

Plan Ref	Task	Metric	Yes	No	Time
[Name, Pg/Sec#]	<i>Verify that all participating public safety-related Communication Centers, serving the EOC directly or indirectly, have established communication links with the EOC.</i>	[From plan]			
[Name, Pg/Sec#]	<i>Make proper connections with other agencies involved in the incident.</i>	[From plan]			
[Name, Pg/Sec#]	<i>Coordinate emergency management efforts among local, county, regional, State, and Federal EOC.</i>	[From plan]			

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Plan Ref	Task	Metric	Yes	No	Time
[Name, Pg/Sec#]	Coordinate with nongovernmental agencies and/or the private sector to collect/share data on the incident situation.	[From plan]			
[Name, Pg/Sec#]	Monitor communications and information systems. <i>ETEAM</i>	[From plan]			
[Name, Pg/Sec#]	Collect, analyze, and disseminate information and intelligence. <i>ETEAM</i>	[From plan]			
[Name, Pg/Sec#]	Ensure appropriate notifications are made.	[From plan]			

Activity Analysis
Observations (Each bullet will need a completed AAR input form.)
Strengths
<ul style="list-style-type: none"> • • •
Areas for Improvement
<ul style="list-style-type: none"> • <ul style="list-style-type: none"> – Root Cause • <ul style="list-style-type: none"> – Root Cause • <ul style="list-style-type: none"> – Root Cause
Additional Observations: _____

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Identify and Address Issues

Plan Ref	Task	Metric	Yes	No	Time
[Name, Pg/Sec#]	Identify issues. <u>ETEAM. Prioritize for resolution where agency has resources, or elevate to resolve where resource are not available.</u>	[From plan]			
[Name, Pg/Sec#]	Identify and elevate needs/issues up the chain of command as needed, while tracking status.	[From plan]			
[Name, Pg/Sec#]	Track issues until they are resolved.	[From plan]			

Activity Analysis
Observations (Each bullet will need a completed AAR input form.)
Strengths <ul style="list-style-type: none"> • • •
Areas for Improvement <ul style="list-style-type: none"> • <ul style="list-style-type: none"> – Root Cause • <ul style="list-style-type: none"> – Root Cause • <ul style="list-style-type: none"> – Root Cause
Additional Observations: _____ _____ _____ _____ _____

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Support and Coordinate Response

Plan Ref	Task	Metric	Yes	No	Time
[Name, Pg/Sec#]	Coordinate activation of mutual aid agreements to obtain resources. <hr/> <hr/>	[From plan]			
[Name, Pg/Sec#]	Provide direction, information, and/or support as appropriate to Incident Command/Unified Command and/or the EOC. <hr/> <hr/>	[From plan]			
[Name, Pg/Sec#]	Coordinate resource logistics and distribution. <hr/> <hr/>	[From plan]			
[Name, Pg/Sec#]	Support identification and determination of potential hazards and threats including mapping, modeling, and forecasting. <hr/> <hr/>	[From plan]			

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Activity Analysis

Observations (Each bullet will need a completed AAR input form.)

Strengths

-
-
-

Areas for Improvement

- - Root Cause
- - Root Cause
- - Root Cause

Additional Observations: _____

