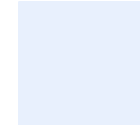


Tabletop Exercise Evaluation Guide



Exercise: [Name of the exercise]	Exercise Director: [Name of the Facilitator]
Date: [MM/DD/YYYY]	Evaluator: [Name of the evaluator]
Department/Team: [Evaluating Department]	Evaluator Contact Info: [Evaluator contact info]

OVERVIEW

Exercise Scenario:

[Brief summary of the scenario]

Exercise Objectives:

1. [Insert exercise objectives]

INSTRUCTIONS

General

- Avoid personal conversations with players.
- Do not give information to players about exercise progress or other participants' methods of problem resolution. Players are expected to obtain information through their own resources.

Before the Exercise

- Review appropriate emergency plans, procedures, and protocols.
- Review appropriate exercise materials, including the exercise schedule and evaluator instructions.
- Attend required briefings.
- Review EEGs and other supporting materials for your area of responsibility to ensure that you have a thorough understanding of the core capabilities, capability targets, and critical tasks you are assigned to evaluate.
- Report to the exercise check-in location at the time designated in the exercise-schedule and meet with the exercise staff.
- Follow communications check instructions provided during the briefing.

During the Exercise

- Wear provided evaluator identification items (e.g., badge, vest).
- Use EEGs to document performance relative to exercise objectives, core capabilities, capability targets, and critical tasks.
- Focus on critical tasks, as specified in the EEGs.

After the Exercise

- Participate in the Hot Wash and take notes on findings identified by players. Summarize your notes and prepare for the Exercise Debriefing.
- Complete and submit all EEGs and other documentation to the Exercise Director.



SCORING

EEGs provide a consistent tool to guide exercise observation and data collection. EEGs are aligned to exercise objectives and core capabilities and list the relevant capability targets and critical tasks. Each evaluator is provided with an EEG for each capability that they are assigned to evaluate.

Based on their observations, evaluators assign a target rating for each capability listed on the EEG. Evaluators then consider all target ratings for the core capability and assign an overall core capability rating. The rating scale includes four ratings:

- *Performed without Challenge (P)*
- *Performed with Some Challenges (S)*
- *Performed with Major Challenges (M)*
- *Unable to be Performed (U)*

Observation notes should include if and how quantitative or qualitative targets were met. For example, a capability target might state, “Within 4 hours of the incident...” Additionally, observations should include:

- How the target was or was not met,
- Pertinent decisions made and information gathered to make decisions,
- Requests made and how requests were handled,
- Resources utilized,
- Plans, policies, procedures, or legislative authorities used or implemented, and
- Any other factors contributed to the results.

Evaluators should also note if an obvious cause or underlying reason resulted in players not meeting a capability target or critical task.

Performance	Rating	Description
Performed without Challenges	P	The performance measures and tasks associated with the activity 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. Performance was conducted in accordance with applicable plans, policies, procedures, regulations, and laws.
Performed With Some Challenges. but adequately	S	The performance measures and tasks associated with the activity 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. Performance 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 performance measures and tasks associated with the activity were completed in a manner that achieved the objective(s), but some or all of the following were observed: the 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 performance measures and tasks associated with the activity were not performed in a manner that achieved the objective(s).



Tabletop Exercise Evaluation Guide

Inject 1:

Aligned Objective:

Inject Description	Expected Actions	Observation Notes/Explanation of Rating	Performance Rating (PSMU)

Inject 2:

Aligned Objective:

Inject description	Expected Actions	Observation Notes/Explanation of Rating	Performance Rating (PSMU)



Inject 3:			
Aligned Objective:			
Inject description	Expected Actions	Observation Notes/Explanation of Rating	Performance Rating (PSMU)

Inject 5:			
Aligned Objective:			
Inject description	Expected Actions	Observation Notes/Explanation of Rating	Performance Rating (PSMU)



Additional Feedback

