# Operations – Based Exercise Evaluation Guide – [Core Capability]

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| *Exercise Name:* [Name]  *Exercise Date:* [Date] | *Organization/Jurisdiction:*  [Insert community or agency] | *Venue:*  [Insert venue name] |
| *Evaluator Name:* [Insert name] | *E-Mail:* [Insert e-mail] | *Phone:* [Insert phone] |
| **CAPABILITY SUMMARY** | | |
| [Provide a brief description of overall goals for the Core Capability described below. All of your exercise objectives should link to one of the 36 Core Capabilities. It is also helpful to identify which Emergency Support Functions (ESFs) are being evaluated in each objective.] | | |
| ***Core Capability:* [Name of Core Capability]**  [Description of Core Capability] | | |
| **OBJECTIVES** | | |
| ***Objective 1:* [Objective from Exercise Plan]**  ***Critical Tasks:***  [Description of Critical Task]   * [Specific items within this task] * [Specific items within this task]   [Description of Critical Task]   * [Specific items within this task] * [Specific items within this task]   [Description of Critical Task]   * [Specific items within this task] * [Specific items within this task]   [Description of Critical Task]   * [Specific items within this task] * [Specific items within this task]   **Source(s):** [Plan, Policy, Procedure, etc.] | | |
| ***Objective 2:* [Objective from Exercise Plan]**  ***Critical Tasks:***  [Description of Critical Task]   * [Specific items within this task] * [Specific items within this task]   [Description of Critical Task]   * [Specific items within this task] * [Specific items within this task]   [Description of Critical Task]   * [Specific items within this task] * [Specific items within this task]   **Source(s):** [Plan, Policy, Procedure, etc.] | | |
| ***Objective 3:* [Objective from Exercise Plan]**  ***Critical Tasks:***  [Description of Critical Task]   * [Specific items within this task] * [Specific items within this task]   [Description of Critical Task]   * [Specific items within this task] * [Specific items within this task]   [Description of Critical Task]   * [Specific items within this task] * [Specific items within this task]   **Source(s):** [Plan, Policy, Procedure, etc.] | | |
| ***Objective 4:* [Objective from Exercise Plan]**  ***Critical Tasks:***  [Description of Critical Task]   * [Specific items within this task] * [Specific items within this task]   [Description of Critical Task]   * [Specific items within this task] * [Specific items within this task]   [Description of Critical Task]   * [Specific items within this task] * [Specific items within this task]   **Source(s):** [Plan, Policy, Procedure, etc.] | | |

| **[CORE CAPABILITY] – CAPABILITY CHRONOLOGY** | | | |
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| **Time** | **Activity Observed** | **Objective** | **Comments** |
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| **[Core Capability] Objective #1** | | | |
| *[Objective from Exercise Plan]* | | | |
| **Critical Task** | **Expected Actions** | **Observation Notes** | **Performance Rating[[1]](#footnote-1) 0=Low 5=High** |
| [Critical Task] | * [Specific item within this task] * [Specific item within this task] |  |  |
| [Critical Task] | * [Specific item within this task] * [Specific item within this task] |  |  |
| [Critical Task] | * [Specific item within this task] * [Specific item within this task] |  |  |
| [Critical Task] | * [Specific item within this task] * [Specific item within this task] |  |  |
| [Critical Task] | * [Specific item within this task] * [Specific item within this task] |  |  |

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| **[Core Capability] Objective #2** | | | |
| *[Objective from Exercise Plan]* | | | |
| **Critical Task** | **Expected Actions** | **Observation Notes** | **Performance Rating 0=Low 5=High** |
| [Critical Task] | * [Specific item within this task] * [Specific item within this task] |  |  |
| [Critical Task] | * [Specific item within this task] * [Specific item within this task] |  |  |
| [Critical Task] | * [Specific item within this task] * [Specific item within this task] |  |  |
| [Critical Task] | * [Specific item within this task] * [Specific item within this task] |  |  |

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| **[Core Capability] Objective #3** | | | |
| *[Objective from Exercise Plan]* | | | |
| **Critical Task** | **Expected Actions** | **Observation Notes** | **Performance Rating 0=Low 5=High** |
| [Critical Task] | * [Specific item within this task] * [Specific item within this task] |  |  |
| [Critical Task] | * [Specific item within this task] * [Specific item within this task] |  |  |
| [Critical Task] | * [Specific item within this task] * [Specific item within this task] |  |  |

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| **[Core Capability] Objective #4** | | |  |
| *[Objective from Exercise Plan]* | | | |
| **Critical Task** | **Expected Actions** | **Observation Notes** | **Performance Rating 0=Low 5=High** |
| [Critical Task] | * [Specific item within this task] * [Specific item within this task] |  |  |
| [Critical Task] | * [Specific item within this task] * [Specific item within this task] |  |  |
| [Critical Task] | * [Specific item within this task] * [Specific item within this task] |  |  |

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| **Observation Notes** |
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| **General Observations** |
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| **Performance** | **Rating** | **Description** |
| **Objective Demonstrated** | 5 | The Critical Task associated with the Objective was achieved in an exemplary manner by exercise participants. Collaboration with occurred due to the leadership and organizational structure. Actions under this Critical Task might reasonably be exported to other agencies/organizations as a “best practice.” |
| 4 | The Critical Task associated with the Objective was performed in a thorough manner by exercise participants. Tangible outcomes resulting from collaboration both internally and externally was apparent. The Critical Task was conducted in accordance with applicable Emergency Operations Plans and procedures. |
| **Objective Partially Demonstrated** | 3 | The Critical Task under the respective Objective was demonstrated by exercise participants, but some elements of the Critical Task either did not occur, or only partially occurred. Plans and procedures addressed the Critical Task but not in a comprehensive manner. |
| 2 | The Critical Task under the Objective was achieved by exercise participants, but many shortcomings were observed and gaps in the attainment of the Critical Task were apparent. Plans and procedures mostly did not address the Critical Task. |
| **Objective Not Demonstrated** | 1 | A majority of the elements under the Critical Task were not demonstrated by exercise participants. Plans and procedures did not address the Critical Task. |
| 0 | None of the elements of the Critical Task were achieved. Plans and procedures did not address the respective Critical Tasks. |
| **Not Applicable** | N/A | The Critical Task associated with the exercise Objective was not applicable and/or were not being evaluated. Please provide context to this determination. |

1. See final page of EEG for performance rating metrics [↑](#footnote-ref-1)