# Exercise Evaluation Guide

Exercise Name: Special Pathogen Call Down Drill

Exercise Date: [Exercise Date]

Organization: [Organization Name]

| Evaluator Information |
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| Evaluator Name: |
| Evaluator Email: |
| Evaluator Phone: |

| Response |
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| Core Capability: Operational Communications  Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces. |
| Organizational Capability Target 1: Notify leadership of a response to a Special Pathogen PUI via [Method]  Critical Task: Send notification via [method]  Critical Task: Notification made to appropriate leadership who are pre-identified |
| Organizational Capability Target 2: Activate Staff Notification process and call-down  Critical Task: Critical leaders (e.g. MD, RN) initiate call-down procedures for identified staff.  Critical Task: Physician leaders check on-call schedule  Critical Task: Leaders notify staff that they need to respond to the Biocontainment/ICC immediately. |
| Core Capability: Health Care and Medical  Health care organizations, the HCC, their jurisdiction(s), and the state’s/jurisdiction’s Emergency Support Function-8 (ESF-8) lead agency plan and collaborate to share and analyze information, manage and share resources, and coordinate strategies to deliver medical care to all populations during emergencies and planned events. |
| Organizational Capability Target 1: Identify correct staff (Tier 1 and Tier 2) to respond to Biocontainment Unit & Incident Command Center  Critical Task: Unit Lead responds to BCU to receive job assignment  Critical Task: Nurse Lead Responds to BCU to receive job assignment  Critical Task: Pediatric Physician respond to BCU to receive job assignment  Critical Task: Nurses (A, B, C, D) respond to BCU to receive job assignment  Critical Task: EVS Supervisor responds to BCU/ICC to receive job assignment  Critical Task: Site Manager respond to BCU to receive job assignment  Critical Task: Lab staff (Lab observer, lab staff) respond to BCU to receive job assignment  Critical Task: Facilities staff respond to BCU to receive job assignment  Critical Task: Staff conduct appropriate hand-off of their normal patients prior to response to BCU  Critical Task: Staff arrive to BCU within [identified timeframe] of activation.  Critical Task: Select Incident Management Team staff arrive to ICC within [identified timeframe] of activation. |
| Organizational Capability Target 2: Staff Respond to BCU within [identified timeframe] /ICC within [identified timeframe]  Critical Task: Staff arrive to the BCU ready within the allotted time frame.  Critical Task: Staff respond to ICC within the allotted timeframe.  Critical Task: Staff receive their job assignment. |

| Organizational Capability Target | Associated Critical Tasks | Observation Notes and  Explanation of Rating | Target Rating |
| --- | --- | --- | --- |
| Notify leadership of a response to a Special Pathogen PUI | * Send notification via [Method] * Notification made to appropriate staff who are identified in the template |  |  |
| Activate Staff Notification process and call-down | * Critical leaders (MD, RN) initiate call-down procedures for identified staff. * Physician leaders check on-call schedule * Leaders notify staff that they need to respond to the BCU immediately. |  |  |
| Identify correct staff (Tier 1 and Tier 2) to respond to SPU | * Staff respond to BCU to receive job assignment:   + Unit Lead   (Arrival Time: )   * + Nurse Lead   (Arrival Time: )   * + Peds Physician   (Arrival Time: )   * + A Nurse (ICU)   (Arrival Time: )   * + B Nurse (ICU)   (Arrival Time: )   * + C Nurse (Peds)   (Arrival Time: )   * + D Nurse (Peds)   (Arrival Time: )   * + Site Manager   (Arrival Time: )   * + EVS Supervisor   (Arrival Time: )   * + Lab Lead/Staff (x3)   (Arrival Time: )   * + Facilities Staff   (Arrival Time: )   * Staff conduct appropriate hand-off of their normal patients prior to response to BCU |  |  |
| Identify correct staff to respond to ICC | * Staff respond to ICC to receive job assignment:   + Incident Commander   (Arrival Time: )   * + Operations Chief   (Arrival Time: )   * + Planning Chief   (Arrival Time: )   * + Logistics Chief   (Arrival Time: )   * + Medical Branch Director   (Arrival Time: )   * + Security Branch Director   (Arrival Time: ) |  |  |
| Staff Respond to BCU within [\_\_] minutes  Staff Respond to ICC within [\_\_] minutes | * Staff arrive to the BCU/ICC ready within the allotted time frame. * Staff receive their job assignment. |  |  |

**Final Core Capability Rating: [ ]**

| Ratings Key |
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| 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. |
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| 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). |