**EXERCISE EVALUATION GUIDE**

Evaluator Name Evaluator E-mail

**Ratings Key**

P – Performed without Challenges

S – Performed with Some Challenges M – Performed with Major Challenges U – Unable to be Performed

Phone

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

**[INSERT AGENCY LOGO HERE]**

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| *Exercise Name:* [Insert Exercise Name]  *Exercise Date:* [Insert Exercise Date] | *Organization/Jurisdiction:*  [Insert Agency Name] | *Venue:*  [Insert Exercise Location] |
| **Objectives** | | |
| *[Copy/Paste the list of objectives from the Situation Manual below. Delete these instructions upon completion of this document.]*  ***Objective 1*:** [Insert Exercise Objective]  ***Objective 2*:** [Insert Exercise Objective]  ***Objective 3*:** [Insert Exercise Objective]  ***Objective 4*:** [Insert Exercise Objective] | | |

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| **Objective 1** | **Associated Tasks** | **Observation Notes and Explanation of Rating** | **Target Rating** |
| ***[Insert Objective 1***  ***from Page 2]*** | [Insert information regarding tasks that need to be completed to achieve Objective 1.] |  |  |
| [Insert information regarding tasks that need to be completed to achieve Objective 1.] |  |  |
| [Insert information regarding tasks that need to be completed to achieve Objective 1.] |  |  |
| [Insert information regarding  tasks that need to be completed to achieve Objective 1.] |  |  |
|  | | **Final Rating for Objective 1** |  |

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| **Objective 2** | **Associated Tasks** | **Observation Notes and Explanation of Rating** | **Target Rating** |
| ***[Insert Objective 2***  ***from Page 2]*** | [Insert information regarding tasks that need to be completed to achieve Objective 2.] |  |  |
| [Insert information regarding tasks that need to be completed to achieve Objective 2.] |  |  |
| [Insert information regarding tasks that need to be completed to achieve Objective 2.] |  |  |
| [Insert information regarding  tasks that need to be completed to achieve Objective 2.] |  |  |
|  | | **Final Rating for Objective 2** |  |

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| **Objective 3** | **Associated Tasks** | **Observation Notes and Explanation of Rating** | **Target Rating** |
| ***[Insert Objective 3***  ***from Page 2]*** | [Insert information regarding tasks that need to be completed to achieve Objective 3.] |  |  |
| [Insert information regarding tasks that need to be completed to achieve Objective 3.] |  |  |
| [Insert information regarding tasks that need to be completed to achieve Objective 3.] |  |  |
| [Insert information regarding  tasks that need to be completed to achieve Objective 3.] |  |  |
|  | | **Final Rating for Objective 3** |  |

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| **Objective 4** | **Associated Tasks** | **Observation Notes and Explanation of Rating** | **Target Rating** |
| ***[Insert Objective 4***  ***from Page 2]*** | [Insert information regarding tasks that need to be completed to achieve Objective 4.] |  |  |
| [Insert information regarding tasks that need to be completed to achieve Objective 4.] |  |  |
| [Insert information regarding tasks that need to be completed to achieve Objective 4.] |  |  |
| [Insert information regarding  tasks that need to be completed to achieve Objective 4.] |  |  |
|  | | **Final Rating for Objective 4** |  |