

1259 HSEEP Evaluator Guidelines and Exercise Evaluation Guide (EEG)

The goal of this exercise evaluation is to validate strengths and identify improvement opportunities for the [plan]. In the [exercise name], evaluation will attempt to validate plan contents, procedures, and protocols of participating agencies and determine their level of capability with regard to [list exercise target capabilities]. Operations-based validation attempts to answer the following questions:

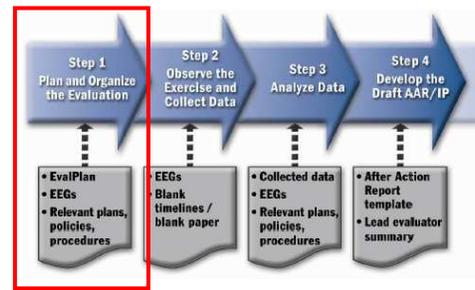
- Did personnel execute established plans, procedures, and protocols accordingly?
- Did personnel execute tasks within identified metrics?
- Through task execution, did personnel demonstrate they had received appropriate training?
- During task execution, did personnel use the appropriate identified and provided equipment?
- Are appropriate leadership and organizational protocols in place, and were they established to manage task execution?

Evaluation Steps

1. Preexercise Preparation

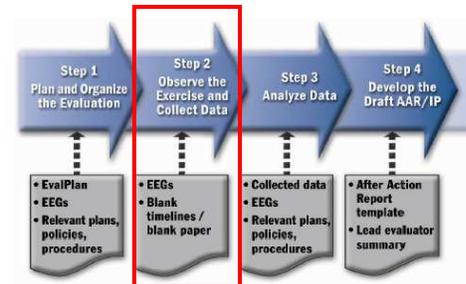
Before the exercise, you should be familiar with the exercise objectives, Master Scenario Events List (MSEL), injects, key evaluation areas, and EEG contents.

- Review appropriate plans, procedures, and protocols, including the [plan].
- Attend required evaluator training and other briefings.
- Review appropriate exercise materials, including the exercise schedule and evaluator instructions.
- Review the EEGs and other supporting materials for your area of responsibility.



2. Observing the Exercise

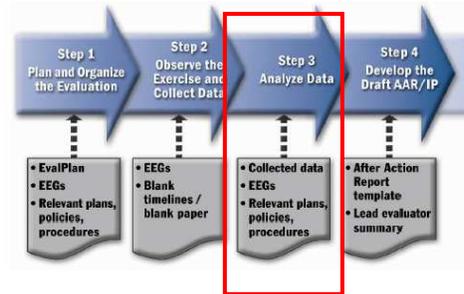
During the exercise, you should not focus on filling out the EEG analysis forms. Instead, closely monitor participant actions and take detailed notes relative to your assigned area of evaluation. You should be familiar with the activities and tasks for evaluation, but do not jump ahead to analysis until the exercise has ended. As applicable, make references in your notes to specific exercise objectives or target capabilities.



- Your primary duty is to document player actions. After the exercise, that information will be used to determine whether the exercised capabilities and plans were effectively demonstrated and to identify strengths and improvement items.
- Do not prompt players with specific responses or interfere with player performance in any way.
- Reference EEGs to confirm objectives are being met; advise the lead controller if they are not.

3. Data Analysis

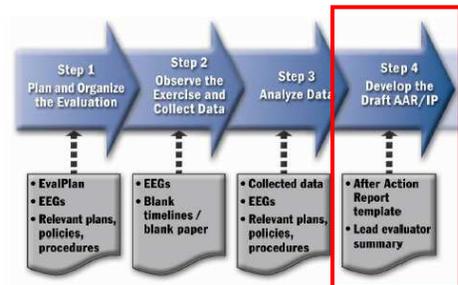
After the exercise, use your EEG data analysis form to help organize your notes in categorized data for the After Action Report (AAR). The analysis form lists all of the critical tasks that should have been completed or addressed (based on exercise objectives) along with applicable metrics for each critical task. Similar tasks are grouped within activity tables. You will also identify strengths and areas for improvement for each activity. These bullet points will serve as your observation titles for the AAR input. After the exercise, as you are conducting your analysis, you should:



- Participate in the Hot Wash, and take notes on findings identified by players. Before the Hot Wash, do not discuss specific issues or problems with participants.
- After the Hot Wash, summarize your notes and prepare for the Controller and Evaluator Debriefing. Have your summary ready for the lead evaluator, including bulleted strengths and areas for improvement from the activity analysis
- Use data to determine whether the exercise capabilities and plans were effectively implemented.
- Use data to identify observations as strengths or areas for improvement.

4. AAR Development

Take the detailed notes that you analyzed at the activity level and provide detailed recommendations for continuous improvement. The AAR input form has four major fields that should be completed for each strength or area for improvement:



- **Observation.** This is a one-sentence statement that identifies the strength or area for improvement as noted in the activity analysis tables. This field is followed by check boxes to identify the capability preparedness element under which the root cause of this observation falls.
- **Reference.** This field provides an area to reference relevant plans, policies, procedures, laws, or regulations that could be used to facilitate implementing recommendations for improvement or capturing strengths.
- **Analysis.** This field provides an area to document detailed data on what you observed during the exercise specific to this individual observation. This is where you will provide the who, why, and what of the strength or area for improvement based on your notes.
- **Recommendations.** These are suggested steps to allow the participants to further improve the plans or share strengths. Recommendations should be targeted specifically at the individual observation and capability element that was determined to be the root cause of the observation.

Remember to complete one AAR input form for each bullet point from your activity analysis tables. The Exercise Planning Team will use these input forms to build the exercise AAR. The team assembling the AAR should review the content of the AAR input form and identify any possible revisions before pasting it into the AAR document.