

Communications

Exercise Evaluation Guide

Capability Description:

Amateur Radio organizations establish emergency communication strategies. The Amateur Radio Emergency Service and the Radio Amateur Civil Emergency Service maintain reliable surveillance and communications capability to detect emergencies and communicate response efforts for served agencies (Hospitals, EMA, Public Health and Red Cross) if primary communications systems fail. It is important that responders and incident managers use common terminology.

Capability Outcome:

In the event that community infrastructure is damaged and/or facilities experience debilitation, organizations are still able to maintain communication pathways to critical community resources.

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|-------------------------------|-------------------------|
| Jurisdiction or Organization: | Name of Exercise: |
| Location: | Date: |
| Evaluator: | Evaluator Contact Info: |

Exercise Evaluation Guide Analysis Sheets

The purpose of this evaluation is to provide a narrative of what was observed by the evaluator/evaluation team for inclusion within the draft After Action Report/Improvement Plan. This section also requests the evaluator provide key observations (strengths or areas for improvement) to provide feedback to the exercise participants to support sharing of lessons learned and best practices as well as identification of corrective actions to improve overall preparedness.

Evaluator Observations

Record your key observations using the structure provided below. Use these sections to discuss strengths and any areas requiring improvement. Evaluators should provide as much detail as necessary, and include references to specific Activities and/or Tasks. Where possible, document your observations with reference to plans, procedures, exercise logs, and other resources. Describe and analyze what you observed and, if applicable, make specific recommendations. Please be thorough, clear, and comprehensive, as these sections will feed directly into the drafting of the After-Action Report (AAR). Complete electronically if possible, or on separate pages if necessary.

1. Observation Title: Did participants discuss established procedures and refer to written plans?

Strength: Opportunity for Improvement:

1) Analysis: (Include a **discussion** of What Happened, When, Where, How, and Who was involved. Also, describe the **root cause** of the observation, including the contributing factors that led to the strength. Finally, if applicable, describe the positive **consequences** of the actions observed.)

[Insert text electronically or on separate pages]

2) Recommendation: (Even if you have identified this issue as strength, please identify any recommendations you may have for enhancing performance further, or for how this strength may be institutionalized, or shared with others.)

[Insert text electronically or on separate pages.]

2. Observation Title: Did participants express the ability to handle the response tasks professionally and in a timely manner?

Strength: Opportunity for Improvement:

1) Analysis:

2) Recommendation:

3. Observation Title: Did participants demonstrate adequate training for this type of emergency response?

Strength: Opportunity for Improvement:

1) Analysis:

2) Recommendation:

4. Observation Title: Were participant's decisions made based on plans and procedures?

Strength: Opportunity for Improvement:

1) Analysis:

2) Recommendation:

5. Observation Title: Did participants identify resources and personnel required for the response?

Strength: Opportunity for Improvement:

1) Analysis:

2) Recommendation:

6. Observation Title: Did participants identify areas that needed improvement?

Strength: Opportunity for Improvement:

1) Analysis:

2) Recommendation:

7. Observation Title: Was there a process for managing resources and assets?

Strength: Opportunity for Improvement:

1) Analysis:

2) Recommendation:

8. Observation Title: Did participants demonstrate an ability to interact with other units and at a personal level?

Strength: Opportunity for Improvement:

1) Analysis:

2) Recommendation:

9. Observation Title: Did served agencies provide suitable space, tables and chairs for set up of effective amateur radio stations?

Strength: Opportunity for Improvement:

1) Analysis:

2) Recommendation:

10. Observation Title: Did amateur radio operators arrive with all equipment and supplies necessary to promptly set up effective stations?

Strength: Opportunity for Improvement:

1) Analysis:

2) Recommendation:

11. Observation Title: Did amateur radio net control stations conduct disciplined, efficient, directed nets?

Strength: Opportunity for Improvement:

1) Analysis:

2) Recommendation:

12. Observation Title: Did amateur radio nets effectively employ tactical station call signs and standard phonetics?

Strength: Opportunity for Improvement:

1) Analysis:

2) Recommendation:

13. Observation Title: Did served agencies provide traffic in an unambiguous, concise form that could be passed by amateur radio without need for interpretation by operators?

Strength: Opportunity for Improvement:

1) Analysis:

2) Recommendation:

14. Observation Title: Did amateur radio nets pass traffic accurately and efficiently in the most appropriate form (tactical, IS213, NTS Radiogram)?

Strength: Opportunity for Improvement:

1) Analysis:

2) Recommendation:

15. Observation Title: Did amateur stations receiving traffic deliver it to representatives of served agencies accurately, promptly and in appropriate form?

Strength: Opportunity for Improvement:

1) Analysis:

2) Recommendation:

16. Did amateur radio stations maintain accurate logs of passed traffic in a form suitable for retention by the served agency?

Strength: Opportunity for Improvement:

1) Analysis:

2) Recommendation: