LADDER: Local Approach to Discussion-Based Disaster Exercises and Readiness

Exercise Evaluation Guide

[Date]

1. The Exercise Evaluation Guide (EEG) aligns exercise objectives with preparedness doctrine to include the National Preparedness Goal and related frameworks and guidance. Exercise information required for preparedness reporting and trend analysis is included; users are encouraged to add additional sections as needed to support their own organizational needs.

# Exercise Evaluation Guide

Exercise Name: LADDER: Local Approach to Discussion-Based Disaster Exercises and Readiness

Exercise Date: [Insert Exercise Date]

Organization/Jurisdiction: [Insert Organization or Jurisdiction]

Venue: [Insert Venue Name]

| Protection, Mitigation, Response, and/or Recovery |
| --- |
| Objective 1: Teams compete to acquire and apply resources to resolve five animal needs assignments following game rules.  |
| Core Capabilities: Logistics and Supply Chain ManagementUtilizing the LADDER game as a tool to engage the appropriate whole community partners in the development of executable strategic, operational, and/or tactical-level approaches to improve disaster preparedness involving animals |
| Organizational Capability Target 1: Play the LADDER game.Critical Task: Use the LADDER game to simulate resource management during a disaster.Source(s): LADDER instructions |

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| **Protection, Mitigation, Response, and/or Recovery** |
| **Objective 2:** Players determine whether their local plans, policies, and procedures meet National Incident Management System Third Edition guidance using three game assignments.Core Capability: PlanningOrganizational Capability Target 1: Select one assignment from the LADDER game and determine if written plans, policies, procedures, and resources exist in the local comprehensive emergency operations plan to address that assignment.Critical Task: Determine which plans, policies, procedures or resources contain information to address selected assignmentCritical Task: Identify contact information for each resource (phone number and/or address) to address selected assignmentCritical Task: Verify memorandums of understanding, contracts or agreements are current and accurate to address selected assignmentSource(s): **National Incident Management System** |
| Organizational Capability Target 2: Select a second assignment from the LADDER game and determine if written plans, policies, procedures, and resources exist in the local comprehensive emergency operations plan to address that assignment.Critical Task: Determine which plans, policies, procedures or resources contain information to address selected assignmentCritical Task: Identify contact information for each resource (phone number and/or address) to address selected assignmentCritical Task: Verify memorandums of understanding, contracts or agreements are current and accurate to address selected assignmentSource(s): **National Incident Management System** |
| Organizational Capability Target 3: Select a third assignment from the LADDER game and determine if written plans, policies, procedures, and resources exist in the local comprehensive emergency operations plan to address that assignment.Critical Task: Determine which plans, policies, procedures or resources contain information to address selected assignmentCritical Task: Identify contact information for each resource (phone number and/or address) to address selected assignmentCritical Task: Verify memorandums of understanding, contracts or agreements are current and accurate to address selected assignmentSource(s): National Incident Management System |
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| Organizational Capability Target | Associated Critical Tasks | Observation Notes and Explanation of Rating | Target Rating |
| --- | --- | --- | --- |
| Teams play theLADDER game. | * Participants will utilize the LADDER game as a tool to identify activities/resources involving animals that may occur during a disaster.
 | [Observation notes and explanation of rating] | [Target rating] |
| Select one assignment from the LADDER game and determine if written plans, policies, procedures, and resources exist in the local comprehensive emergency operations plan to address that assignment. | * Determine which plans, policies, procedures or resources contain information to address selected assignment
* Identify where contact information (phone number and/or address) is documented
* Verify memorandums of understanding, contracts or agreements are current (signed within the last 12 months), if applicable
 | [Observation notes and explanation of rating] | [Target rating] |
| Select a second assignment from the LADDER game and determine if written plans, policies, procedures, and resources exist in the local comprehensive emergency operations plan to address that assignment. | * Determine which plans, policies, procedures or resources contain information to address selected assignment
* Identify where contact information (phone number and/or address) is documented
* Verify memorandums of understanding, contracts or agreements are current (signed within the last 12 months), if applicable
 | [Observation notes and explanation of rating] | [Target rating] |
| Select a third assignment from the LADDER game and determine if written plans, policies, procedures, and resources exist in the local comprehensive emergency operations plan to address that assignment. | * Determine which plans, policies, procedures or resources contain information to address selected assignment
* Identify where contact information (phone number and/or address) is documented
* Verify memorandums of understanding, contracts or agreements are current (signed within the last 12 months), if applicable
 | [Observation notes and explanation of rating] | [Target rating] |

**Final Core Capability Rating: [Enter Total Rating here]**

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

| Ratings Key |
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| P: Performed without challenges 3 points |
| S: Performed with some challenges 2 points |
| M: Performed with major challenges 1 point |
| U: Unable to be performed 0 points |

## Rating 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. |
| --- | --- |
| 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. The performance of this activity did not contribute to additional health Rating 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 orThe performance emergency workers; and/or was not conducted The performance 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). |