

WMD/Hazardous Materials (HazMat) Response and Decontamination

Exercise Evaluation Guide

Capability Description:

Weapons of Mass Destruction (WMD)/Hazardous Materials Response and Decontamination is the capability to assess and manage the consequences of a hazardous materials release, either accidental or as part of a terrorist attack. It includes testing and identifying all likely hazardous substances onsite; ensuring that responders have protective clothing and equipment; conducting rescue operations to remove affected victims from the hazardous environment; conducting geographical survey searches of suspected sources or contamination spreads and establishing isolation perimeters; mitigating the effects of hazardous materials, decontaminating on-site victims, responders, and equipment; coordinating off-site decontamination with relevant agencies, and notifying environmental, health, and law enforcement agencies having jurisdiction for the incident to begin implementation of their standard evidence collection and investigation procedures.

Capability Outcome:

Hazardous materials release is rapidly identified and mitigated; victims exposed to the hazard are rescued, decontaminated, and treated; the impact of the release is limited; and responders and at-risk populations are effectively protected.

Jurisdiction or Organization:

Name of Exercise:

Location:

Date:

Evaluator:

Evaluator Contact Info:

Note to Exercise Evaluators: Only review those activities listed below to which you have been assigned

Activity 1: Site Management and Control

Delete Activity

Activity Description: In response to activation, mobilize and arrive at the incident scene and initiate response operations to manage and secure the physical layout of the incident.

Tasks Observed (check those that were observed and provide the time of observation)

Note: Asterisks () denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure*

Tasks/Observation Keys

Time of Observation/ Task Completion

1.1 Conduct initial approach and positioning of responders. <ul style="list-style-type: none"> – Avoid committing or positioning responders / units in a hazardous position – Consider escape routes if conditions deteriorate quickly – Establish staging area(s), as appropriate 	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>
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Tasks Observed (check those that were observed and provide the time of observation)

Note: Asterisks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

Tasks/Observation Keys		Time of Observation/ Task Completion	
* Time for WMD/HM response and decontamination resources to arrive on-scene, if requested by IC		TARGET Within 1 hour of request	ACTUAL
1.2	Implement/integrate WMD/HM resources into the ICS organization. – Establish command, if not already in-place – Ensure WMD/HM response and decontamination operations are coordinated	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
* Coordinate/incorporate into the Incident Command System (ICS)		TARGET Immediately upon arrival on scene	ACTUAL
1.3	Establish and identify visually an isolation perimeter (outer perimeter) to isolate the area and deny entry. – Access control established by LE / public safety units – Nonessential personnel isolated from problem – Outer perimeter includes land, water, and air, as appropriate	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
* Time to establish site management and control so that all subsequent response operations can be implemented safely and effectively		TARGET Less than 15 minutes of arrival on scene	ACTUAL
1.4	Establish a hot zone (inner perimeter) to identify high hazard area(s) where responders will operate. – Area identified and communicated to all responders – Hot zone based upon nature of the threat (e.g., CBRNE, armed individuals, etc.)	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
1.5	Establish other hazard control zones, based upon scope and nature of the event. – Warm zone (i.e., unsafe location within outer perimeter where hot zone support functions take place and a lower level of PPE may be required. May serve as a buffer between safe and dangerous areas) – Cold zone (i.e., safe area within outer perimeter where ICP and other support functions are located; PPE not required)	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
1.6	Initiate initial public protective actions (PPA).	Time:	

Tasks Observed (check those that were observed and provide the time of observation)

Note: Asterisks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

Tasks/Observation Keys	Time of Observation/ Task Completion
<ul style="list-style-type: none"> – Based upon scope and nature of the event, initiate initial evacuation or protection-in-place measures 	Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>
1.7	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>

Activity 2: Identify the Problem

Delete Activity

Activity Description: Upon arrival on-scene, begin to identify and characterize the scope and nature of the response problem, including WMD/HM involved in the incident and victims/exposures impacted.

Tasks Observed (check those that were observed and provide the time of observation)

Note: Asterisks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

Tasks/Observation Keys	Time of Observation/ Task Completion	
2.1 Survey the incident scene. <ul style="list-style-type: none"> – Identify the nature and severity of the immediate problem – If multiple problems exist, prioritize and make assignments 	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
* Time to survey the incident and initially identify WMD/HM involved and nature of the problem	TARGET Less than 30 minutes of arrival on scene	ACTUAL
* Time to obtain preliminary estimate of number of victims impacted by problem, including victims exposed to WMD/HM and its source	TARGET Less than 1 hour of arrival on-scene	ACTUAL

Tasks Observed (check those that were observed and provide the time of observation)

Note: Asterisks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

Tasks/Observation Keys	Time of Observation/ Task Completion
2.2 Conduct offensive or defensive reconnaissance operations, as necessary, to gather intelligence on the situation. <ul style="list-style-type: none"> – <i>Defensive Recon – Gathering information from beyond the inner perimeter (e.g., threat assessments, physical observations, interviews, etc.)</i> – <i>Offensive Recon – Obtaining intel and incident information by physically entering the inner perimeter. May require joint entry operations between WMD/HM, SWAT and bomb squad personnel</i> 	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>
2.3 Responders alert for the presence of IEDs and secondary events. <ul style="list-style-type: none"> – <i>Assess the potential / probability for IEDs and secondary devices</i> 	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>
2.4	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>

Activity 3: Hazard Assessment and Risk Evaluation	Delete Activity
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Activity Description: Assess the hazards present, evaluate the level of risk to both responders and the public, and develop an Incident Action Plan (IAP) to address the response problem.

Tasks Observed (check those that were observed and provide the time of observation)

Note: Asterisks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

Tasks/Observation Keys	Time of Observation/ Task Completion
3.1 Collect, prioritize and manage hazard data and information from all sources. <ul style="list-style-type: none"> – <i>Technical reference manuals, information sources, specialists and/or WMD/HM databases</i> – <i>Monitoring, detection and sampling operations</i> 	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>
3.2 Incident monitoring and sampling strategy is based upon a realistic assessment of operational conditions. <ul style="list-style-type: none"> – <i>Indoor or open air incident, known or unknown material(s), potential for multiple hazards</i> 	Time: Task Completed?

Tasks Observed (check those that were observed and provide the time of observation)

Note: Asterisks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

Tasks/Observation Keys	Time of Observation/ Task Completion	
<ul style="list-style-type: none"> – “Rule of Three” detection technologies for classifying or identifying hazards – Established action levels 	Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
3.3 Conduct sampling operations. <ul style="list-style-type: none"> – Sampling plan established outlining type of sampling operation, sampling team members, sample points, cross-contamination concerns, etc. – Sampling operations are conducted following appropriate guidance and protocols (e.g., agency, federal) – Chain-of-custody requirements maintained 	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
* Time to implement monitoring, detection and/or sampling operations	TARGET Less than 1 hour of arrival on scene	ACTUAL
3.4 Identification, classification and verification of suspected non-biological WMD/HM samples confirmed through the use of at least two (preferably three) different instrument technologies. <ul style="list-style-type: none"> – “Rule of Three” detection technologies for classifying or identifying hazards 	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
* Number of different instrument technologies to confirm/verify WMD/HM present	TARGET At least two	ACTUAL
3.5 Use plume dispersion models and other analytical tools to generate ongoing WMD/HM dispersion assessments and predictions. <ul style="list-style-type: none"> – Adjust risk evaluation process based upon new information 	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
3.6 Risk evaluation process adequately addresses the risk of various actions to both responders and the public. <ul style="list-style-type: none"> – WMD/HM involved, type of container and its integrity, environment or location of the incident – Resources and capabilities of responders 	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
* Risk-based response methodology used to interpret hazard assessment findings and determine whether responders should intervene	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Tasks Observed (check those that were observed and provide the time of observation)

Note: Asterisks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

Tasks/Observation Keys	Time of Observation/ Task Completion	
3.7 Based upon the risk evaluation process, an Incident Action Plan (IAP) specific to WMD/HM issues is developed and implemented. – Recommendations generated by WMD/HM Branch / Group are forwarded to IC/UC for action	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
* Time to develop WMD/HM elements of the overall initial Incident Action Plan (IAP)	TARGET Less than 1 hour of arrival on scene	ACTUAL
3.8 Hour 1 IAP WMD/HM response priorities directed. – Establish Site Management and Control – Determine the nature of the problem, including the WMD/HM involved – Ensure the safety of all personnel from all hazards – Initiate tactical objectives to accomplish initial rescue, decon, medical and public protective action needs – Ensure the integrity of potential evidence	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
* Time to identify at-risk populations and make public protective action recommendations	TARGET Less than 1 hour of arrival on scene	ACTUAL
3.9	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	

Activity 4: Select Personal Protective Clothing and Equipment

Delete Activity

Activity Description: Based upon the results of the hazard and risk evaluation process, select the proper level of personal protective clothing and equipment for the expected tasks as identified in the Incident Action Plan (IAP).

Tasks Observed (check those that were observed and provide the time of observation)

Note: Asterisks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

Tasks/Observation Keys	Time of Observation/ Task Completion	
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Tasks Observed (check those that were observed and provide the time of observation)

Note: Asterisks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

Tasks/Observation Keys	Time of Observation/ Task Completion
4.1 Selection of respiratory protection. <ul style="list-style-type: none"> – Hazards encountered (e.g., hazard class, physical state) – CBRNE certification – Tasks to be performed – Capabilities of the user(s) 	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>
4.2 Selection of skin protection. <ul style="list-style-type: none"> – Hazards encountered (e.g., hazard class, physical state) – CBRNE certification – Tasks to be performed – Capabilities of the user(s) 	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>
4.3 Use of chemical protective clothing garments considers impact of heat stress upon individual responders and overall response operations.	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>
4.4 Discussion of safety issues and emergency procedures. <ul style="list-style-type: none"> – Command level discussion – Unit level (WMD/HM Response Team) 	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>
4.5	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>

Activity 5: Information Management and Resource Coordination

Delete Activity

Activity Description: Proper management, coordination and dissemination of all pertinent data, information and resources assigned to WMD/HM tasks within the ICS organization.

Tasks Observed (check those that were observed and provide the time of observation)

Note: Asterisks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

Tasks/Observation Keys	Time of Observation/ Task Completion
5.1 WMD/HM branch / group has been established and operations are effectively coordinated within the ICS organization. – Clear assignments and responsibilities within the chain-of-command (from Incident Commander or Operations Section Chief) – Incident Safety Officer and Assistant Safety Officer – WMD/HM have a clear working relationship – Planning Section (Situation Unit) has an accurate picture of WMD/HM operations and activities	Time: Task Completed? Fully [] Partially [] Not [] N/A []
5.2 Key WMD/HM response and support agencies are represented through either UC or through the Liaison Officer – UC = agency with jurisdictional responsibility – Liaison Officer = cooperating agency	Time: Task Completed? Fully [] Partially [] Not [] N/A []
5.1.1 WMD/HM branch / group has been established and operations are effectively coordinated within the ICS organization – Clear assignments and responsibilities within the chain-of-command (from Incident Commander or Operations Section Chief) – Incident Safety Officer and Assistant Safety Officer – WMD/HM have a clear working relationship – Planning Section (Situation Unit) has an accurate picture of WMD/HM operations and activities	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>
5.3 Pertinent planning documents are referenced and utilized. – Emergency Response Plans – Pre-Incident Plans – Specific Facility or Event Contingency Plans	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>
5.4 Pertinent planning documents are referenced and utilized. – Emergency Response Plans – Pre-Incident Plans – Specific Facility or Event Contingency Plans	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>
5.5 –	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>

Tasks Observed (check those that were observed and provide the time of observation)

Note: Asterisks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

Tasks/Observation Keys	Time of Observation/ Task Completion
5.5.	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>

Activity 6: Implement Response Objectives

Delete Activity

Activity Description: Implement the best available WMD/HM-related strategic goals and tactical objectives which will produce the most favorable outcome, as identified in the Incident Action Plan.

Tasks Observed (check those that were observed and provide the time of observation)

Note: Asterisks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

Tasks/Observation Keys	Time of Observation/ Task Completion
6.1 Determine the nature and priority of rescue operations and the numbers involved. <ul style="list-style-type: none"> – People who will be immediately exposed and harmed as the situation gets worse (e.g., personnel inside of a contaminated environment without any PPE) – Victims who have been exposed to the WMD/HM and who are disoriented or disabled from its effects – Victims who have been exposed to the WMD/HM and who require physical extrication (i.e., technical rescue operations) 	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>
6.2 Identify personnel and equipment requirements to initiate rescue operations. <ul style="list-style-type: none"> – Rescuer PPE and safety – Number of rescuers, including team operations, back-up/RIT capabilities – Decon support, as appropriate – Command and Safety approval to initiate rescue operations 	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>
6.3 Implement safe and effective tactics to accomplish rescue operation objectives. <ul style="list-style-type: none"> – Monitor and assess the effectiveness of rescue operations 	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>

Tasks Observed (check those that were observed and provide the time of observation)

Note: Asterisks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

Tasks/Observation Keys		Time of Observation/ Task Completion	
* Time to initiate rescue operations (non-contaminated victims)		TARGET Less than 15 minutes after arrival	ACTUAL
* Time to initiate rescue operations (contaminated victims)		TARGET Less than 15 minutes after arrival	ACTUAL
6.4	Implement secondary public protective actions (PPA). – Based upon scope and nature of the event, initiate additional evacuation or protection-in-place measures – Monitor and assess the effectiveness of PPA operations	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
* Time to initiate public protective actions		TARGET Less than 15 minutes after arrival	ACTUAL
6.5	Identify personnel and equipment requirements to initiate product / agent control operations. – Responder PPE and safety – Number of personnel required, including team operations, back-up/RIT capabilities – Product / agent control resources required – Decon support, as appropriate – Command and Safety approval to initiate operations	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
6.6	Implement safe and effective tactics to accomplish product / agent control objectives. – Offensive versus defensive operations – Spill control / confinement tactics – actions taken to confine release to a limited area – Leak control / containment tactics – actions taken to contain or keep a material within its container – Fire control operations	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
* Time to initiate product / agent control operations (spill, leak, fire)		TARGET Less than 90 minutes after arrival	ACTUAL

Tasks Observed (check those that were observed and provide the time of observation)

Note: Asterisks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

Tasks/Observation Keys	Time of Observation/ Task Completion
6.7 Implement decontamination tactics to support rescue and product / agent control objectives (see Activity 7).	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>
6.8	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>

Activity 7: Decontamination and Clean-Up / Recovery Operations	Delete Activity
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Activity Description: Upon arrival on-scene and with the requisite equipment, initiate response operations to reduce the level of contamination on-scene, minimize the potential for secondary contamination beyond the incident scene, and ensure an effective transition to clean-up and recovery operations.

Tasks Observed (check those that were observed and provide the time of observation)

Note: Asterisks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

Tasks/Observation Keys	Time of Observation/ Task Completion
7.1 Identify the type of contaminants, nature of response operations and the required type / level of decon operations. <ul style="list-style-type: none"> – <i>Emergency decon</i> – <i>Mass decon</i> – <i>Technical decon – injured, contaminated. May be ambulatory (walking) or non-ambulatory (non-walking)</i> – <i>Technical decon – response personnel</i> – <i>Equipment decon</i> – <i>Other decon scenarios (e.g., human remains, pet / animal decon)</i> 	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>
7.2 Implement emergency decon operations. <ul style="list-style-type: none"> – <i>Life-threatening situation that requires some type of immediate decon</i> – <i>Decon site selection based upon incident requirements</i> – <i>Implement procedures to minimize the potential for secondary contamination beyond the incident scene.</i> 	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>

Tasks Observed (check those that were observed and provide the time of observation)

Note: Asterisks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

Tasks/Observation Keys		Time of Observation/ Task Completion	
* Time to initiate emergency decon operations		TARGET Less than 15 minutes after arrival	ACTUAL
7.3	Implement mass decon operations. – Situations that require large numbers of people to be decontaminated at the scene of an emergency – Decon site selection based upon incident requirements and environmental conditions – Implement procedures to minimize the potential for secondary contamination beyond the incident scene.	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
* Time to initiate mass decon operations		TARGET Less than 15 minutes after arrival	ACTUAL
7.4	Implement secondary public protective actions (PPA). – Based upon scope and nature of the event, initiate additional evacuation or protection-in-place measures – Monitor and assess the effectiveness of PPA operations	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
7.5	Implement technical decon operations for injured, contaminated victims. – Coordination between Medical Branch / Group and Decon Unit – Coordination with triage, treatment and transportation activities – Decon effectively addresses both ambulatory and non-ambulatory contaminated personnel requirements – Implement procedures to minimize the potential for secondary contamination beyond the incident scene – Bag and tag of personal possessions; may be treated as evidence – Verify effectiveness of decon operation	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
* Time to initiate technical decon operations for injured, contaminated victims		TARGET Less than 15 minutes after arrival	ACTUAL
7.6	Implement technical decon operations in support of WMD/HM entry and response activities. – Planned and systematic process of reducing contamination to a level that is As Low as Reasonably Achievable (ALARA). – Decon site selection based upon incident requirements	Time: Task Completed?	

Tasks Observed (check those that were observed and provide the time of observation)

Note: Asterisks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

Tasks/Observation Keys		Time of Observation/ Task Completion	
<ul style="list-style-type: none"> – Decon method(s) and process are appropriate based upon incident and contaminant requirements – Implement procedures to minimize the potential for secondary contamination beyond the incident scene. – Verify effectiveness of decon operation 		Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
* Time to initiate technical decon operations in support of WMD/HM entry and response activities		TARGET Less than 90 minutes after arrival	ACTUAL
7.7	Implement decon operations to address incident specific scenarios and requirements. <ul style="list-style-type: none"> – Technical decon of household pets – Technical decon of large animals – Technical decon of human remains; coordinate with Coroner / Medical Examiner 	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
* Ability to initiate decon operations to address non-traditional, incident specific decon scenarios and requirements		Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.8	Coordinate with environmental authorities to ensure the appropriate decon area clean-up and disposal of waste materials generated by decon operations. <ul style="list-style-type: none"> – In accordance with applicable Federal, State or local Environmental Protection Agency (EPA) regulations 	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
* Safe and effective transition to clean-up and recovery operations		Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.9		Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	

Activity 8: Terminate the Incident

Delete Activity

Activity Description: Termination of emergency response activities and the initiation of post-emergency response operations (PERO), including transfer of command, restoration of supplies and equipment and post-incident administrative activities.

Tasks Observed (check those that were observed and provide the time of observation)

Note: Asterisks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

Tasks/Observation Keys	Time of Observation/ Task Completion	
8.1 Transfer command for emergency response phase to authority having jurisdiction (AHJ) for post-emergency clean-up and recovery operations. – Account for all personnel and equipment before securing on-scene emergency operations – Demobilize on-scene operations	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
8.2 Work through IC/UC to ensure that incident-specific evidence collection and investigation protocols are clearly understood and communicated to all responders. – Tracking and collection of any items identified as potential evidence – Point-of-contact for post-incident issues	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
8.3 Conduct an incident debriefing for on-scene personnel. – Ensure documentation of any health exposures – Critical Incident Stress debriefing, as appropriate – Equipment and apparatus exposure review – Point-of-contact for post-incident issues – Identify problems requiring immediate action	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
8.4 Inventory WMD/HM equipment cache and restore to service – Conduct post-incident inventory of WMD/HM supplies and equipment – Acquire required supplies and equipment – Operational capability restored	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
* Time for WMD/HM equipment cache to be inventoried, re-supplied, and returned to service	TARGET Less than 24 hours from start of incident termination process	ACTUAL
8.5 Implement a formal post-incident analysis process (based upon local procedures). – Ensure that the incident has been properly documented and reported to the appropriate agencies – Determine level(s) of financial responsibility – Document response actions for further analysis and study – Provide foundation for development of formal investigations.	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>	
8.6 Conduct an incident critique for incident responders.	Time:	

Tasks Observed (check those that were observed and provide the time of observation)

Note: Asterisks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

Tasks/Observation Keys	Time of Observation/ Task Completion
	Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>
8.7	Time: Task Completed? Fully <input type="checkbox"/> Partially <input type="checkbox"/> Not <input type="checkbox"/> N/A <input type="checkbox"/>

Exercise Evaluation Guide Analysis Sheets

The purpose of this section 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 includes a chronological summary of what occurred during the exercise for the observed activities. 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.

Observations Summary

Write a general chronological narrative of responder actions based on your observations during the exercise. Provide an overview of what you witnessed and, specifically, discuss how this particular Capability was carried out during the exercise, referencing specific Tasks where applicable. The narrative provided will be used in developing the exercise After-Action Report (AAR)/Improvement Plan (IP).

[Insert text electronically or on separate pages]

Evaluator Observations

Record your key observations using the structure provided below. Please try to provide a minimum of three observations for each section. There is no maximum (three templates are provided for each section; reproduce these as necessary for additional observations). Use these sections to discuss strengths and any areas requiring improvement. Please provide as much detail as possible, including references to specific Activities and/or Tasks. 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.

Strengths

1. Observation Title:

Related Activity:

Record for Lesson Learned? (Check the box that applies) Yes No

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

[Insert text electronically or on separate pages]

2) References: (Include references to plans, policies, and procedures relevant to the observation)

[Insert text electronically or on separate pages]

3) Recommendation: (Even though you have identified this issue as a 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:

Related Activity:

Record for Lesson Learned? (Check the box that applies) Yes No

1) Analysis:

[Insert text electronically or on separate pages]

2) References:

[Insert text electronically or on separate pages]

3) Recommendation:

[Insert text electronically or on separate pages]

3. Observation Title:

Related Activity:

Record for Lesson Learned? (Check the box that applies) Yes No

1) Analysis:

[Insert text electronically or on separate pages]

2) References:

[Insert text electronically or on separate pages]

3) Recommendation:

[Insert text electronically or on separate pages]

Areas for Improvement

1. Observation Title:

Related Activity:

Record for Lesson Learned? (Check the box that applies) Yes **No**

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

[Insert text electronically or on separate pages]

2) References: (Include references to plans, policies, and procedures relevant to the observation)

[Insert text electronically or on separate pages]

3) Recommendation: (Write a recommendation to address the root cause. Relate your recommendations to needed changes in plans, procedures, equipment, training, mutual aid support, management and leadership support.)

[Insert text electronically or on separate pages] *[Insert text electronically or on separate pages]*

2. Observation Title:

Related Activity:

Record for Lesson Learned? (Check the box that applies) Yes **No**

1) Analysis:

[Insert text electronically or on separate pages]

2) References:

[Insert text electronically or on separate pages]

3) Recommendation:

[Insert text electronically or on separate pages]

3. Observation Title:

Related Activity:

Record for Lesson Learned? (Check the box that applies) Yes **No**

1) Analysis:

[Insert text electronically or on separate pages]

2) References:

[Insert text electronically or on separate pages]

3) Recommendation:

[Insert text electronically or on separate pages]