

**DRAFT INTERIM USE  
REP EXERCISE PREPARATION GUIDE  
GENERAL GUIDANCE FOR EVALUATORS**

**When you receive your evaluator packet:**

1. Review the contents of the packet and the transmittal letter. (Call the designated point of contact if you have any questions.)
2. Check your assignment(s). Does your expertise fit this assignment? Does this assignment require your coordination with an evaluator in another location?
3. Inform point-of-contact of any potential conflict of interest you may have.
4. Make travel arrangements and follow instruction given in the pre-exercise letter or memorandum regarding lodging. (NOTE: Return time may depend on exercise outcome).
5. Using the Pre-Exercise Evaluator Preparation Guide for each of your assigned Evaluation Criteria, review the plan, procedures, and extent of play and prior issues. Are the activities covered by the criteria demonstrated entirely within the facility that you are evaluating? If not, what activities are accomplished at your evaluation location?
6. Develop a list of actions expected at your location for your assignment(s); e.g., by Emergency Classification Level (ECL).
7. Identify questions for clarification during the pre-exercise meeting.
8. Record related work hours on appropriate form (if applicable).
9. Bring appropriate clothing for the season and assignment. For most exercise locations this means appropriate business attire.
10. Bring a laptop computer and printer, if available. Work products should be provided in Word 2000 format.

**Pre-Exercise Tasks:**

1. Attend pre-exercise meeting(s) and ensure that you have completed tasks 1-8 above (if not already completed).
2. Attend team meeting(s); clarify extent of your assignment(s).
3. Obtain any change-pages to the evaluator packet.
4. Ask exercise questions related to the extent of play while State, county and utility representatives are present at the pre-exercise meeting, if appropriate.

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**Pre-Exercise Tasks (cont'd):**

5. Obtain answers to any outstanding questions you may have during your team meeting(s), especially any that you have concerning extent of play requirements and demonstration issues.
6. Know approximate Emergency Classification Level times *per* the scenario (provided in the evaluator packet and/or in the pre-exercise meetings).
7. Know responsibilities for gathering player-produced documents (logs, sign-in rosters, etc.)
8. Establish method of reporting time, e.g., 24-hour clock, and synchronize watches.
9. Confirm time to be at evaluation location.
10. Obtain contact number(s) for emergencies, media inquiries, significant exercise issues, etc. (Usually the Regional Assistance Committee (RAC) Chair or designee.)
11. Review exercise policy on immediate correction of potential issues during exercise play. Determine the RAC Chair's instruction on re-demonstration, i.e., does the RAC Chair need to approve a re-demonstration or may the Team Leader or Evaluator make that determination?
12. Review regional policy on preliminary direct feedback to exercise participants.
13. Confirm information on post-exercise meetings to provide to exercise participants.
14. Locate evaluation site and determine travel time.
15. Understand regional expectations regarding narratives and issues.
16. Understand the review process and deadlines for work products.

**During the exercise:**

1. Wear appropriate business attire (exceptions to business attire will be discussed by regional personnel). Wear identification badges if instructed to do so at the pre-exercise briefing.
2. Arrive at your assigned location at least 15-30 minutes prior to any scheduled activity.
3. Upon arrival, introduce yourself to the controller and key participants.
4. Prior to the start of exercise play, the team leader or other designated individual should arrange to receive copies of all logs, messages (including Emergency Alert System (EAS) messages), sign-in rosters, notification forms and other materials developed during the exercise. Do not leave your location without these, unless instructed otherwise!