

EXERCISE EVALUATION GUIDE

Exercise Name: MMR...You Ready? Measle Tabletop Exercise

Exercise Date:

Jurisdiction/Organization: _____ County Health Department

Venue: _____ County Office of Emergency Management

Response
<p>Exercise Objective: This exercise has been planned to prepare for a potential real event due to a recent CDC Health Alert Network notification on March 18, 2024. The exercise will include a debriefing after each inject and a final hotwash</p>
<p>Core Capability: Public Health, Healthcare, and Emergency Medical Services Provide lifesaving communicable disease intervention to all affected residents.</p>
<p>Organizational Capability Target 1: Test and Validate _CHD's capability-based response plans for communicable disease outbreaks.</p> <p>Critical Task: Communication between the CD team and the Executive and Preparedness teams for notification and briefing of an event.</p> <p>Critical Task: Activation of the PHEOC</p> <p>Critical Task: Initial awareness meeting for extended PHEOC staff</p> <p>Critical Task: Facilitation of Just-in-Time Training</p> <p>Source(s): Capability 3: Emergency Operations Coordination, MEASLES 2024 QUICK GUIDE FOR CASE INVESTIGATIONS AND CONTACTS</p>
<p>Organizational Capability Target 2: Utilize _CHD's communications plan to inform and educate the public about the risk of the spread of a communicable disease within the county.</p> <p>Critical Task: Were media requests handled properly?</p> <p>Critical Task: If press releases were published, was a process followed?</p> <p>Source(s): Capability 4: Emergency Public Information and Warning</p>
<p>Organizational Capability Target 3: Provide Post-Exposure Prophylaxis (PEP) to individuals exposed to measles without vaccination confirmation or immunity.</p> <p>Critical Task: Administration of vaccination and testing by Clinic Group. Specifically, is there an on-call system for nurses? How fast can they put on either clinic? Do they have supplies? Were they able to navigate SharePoint? Did they require additional communications with other PHEOC groups? Did they follow the Chain of Command?</p> <p>Source(s): Capability 8: Medical Countermeasures Dispensing and Administration</p>
<p>Organizational Capability Target 4: Provide case investigation and contact tracing to limit the spread of the virus within the community.</p> <p>Critical Task: Completion of contract tracing by the Front Desk Group. Specifically, is there an on-call system for Front Desk, and how fast can they begin making phone calls? Were they correct in their communications? Did they require additional communications with other PHEOC groups? Did they follow the Chain of Command?</p> <p>Critical Task: Did the CD team communicate needs and roadblocks effectively to the Incident Commander?</p> <p>Critical Task: Were SharePoint Line List and the Microsoft Investigation Form utilized appropriately, and were they effective tools?</p> <p>Source(s): Capability 13: Public Health Surveillance and Epidemiological Investigation</p>

Ratings 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. 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. 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 or for emergency workers; and/or was not conducted in accordance with 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).

Organizational Capability Target	Associated Critical Tasks	Observation Notes and Explanation of Rating	Target Rating
Test and Validate _CHD's capability-based response plans for communicable disease outbreaks.	<ul style="list-style-type: none"> • Communication between the CD team and the Executive and Preparedness teams for notification and briefing of an event. • Activation of the PHEOC • Initial awareness meeting for extended PHEOC staff • Facilitation of Just-in-Time Training 		
Utilize _CHD's communications plan to inform and educate the public about the risk of the spread of a communicable disease within the county.	<ul style="list-style-type: none"> • Were media requests handled properly? • If press releases were published, was there a process followed? 		
Provide Post-Exposure Prophylaxis (PEP) to individuals exposed to measles without vaccination confirmation or immunity.	<ul style="list-style-type: none"> • Administration of vaccination and testing by Clinic Group. • Is there an on-call system for nurses? How fast can they put on either clinic? • Do they have supplies? • Were they able to navigate SharePoint? • Did they require additional communications with other PHEOC groups? • Did they follow the Chain of Command? 		

Organizational Capability Target	Associated Critical Tasks	Observation Notes and Explanation of Rating	Target Rating
Provide case investigation and contact tracing to limit the spread of the virus within the community.	<ul style="list-style-type: none"> • Completion of contract tracing by the Front Desk Group. • Is there an on-call system for Front Desk, and how fast can they begin making phone calls? • Were they correct in their communications? Did they require additional communications with other PHEOC groups? • Did they follow the Chain of Command? • Did the CD team communicate needs and roadblocks effectively to the Incident Commander? • Were SharePoint Line List and the Microsoft Investigation Form utilized appropriately, and were they effective tools? 		

Final Core Capability Rating:

Evaluator Information	Ratings Key
Evaluator Name:	P: Performed without challenges
Evaluator Email:	S: Performed with some challenges
Evaluator Phone:	M: Performed with major challenges
	U: Unable to be performed

