**Evaluation Report**

Insert name of Exercise

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| Exercise Name: |  |
| Evaluators: |  |
| Agency: |  |
| Capability: |  |
| Location of Evaluation: |  |
| Due Date: |  |
| Recipient: |  |

***Template note****: This template is scalable for large-scale multi-agency Exercises and small- scale single agency Exercises.*

***Template use instructions:*** *All text displayed in blue is to provide assistance to the author and should be deleted before publishing. Delete all instructions and sections that are not relevant to the proposed Exercise. Authors should format their input in black colour font*. *All text displayed in red is for detail to be inserted. Leave a field blank or delete if not relevant. Add space as required.*

*Refer to page 60 of the Guideline*

**Summary of Evidence**

Exercise objectives were assessed using a quantitative rating scale to measure if each KPI was able to be performed.

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| **Objective 1** | *Example: Activation - Demonstrate the engagement procedures to activate the response arrangements in State Support Plan xxxx.* |
| **State Capability Achievement Objective(s)** | **Capability Area:** *Example: Emergency Response: Command, Control and Coordination*  **Achievement Objective:** *Example: Pre-established and well understood protocols and structures exist that define the interrelationships between stakeholders during an event and facilitate effective command, control and coordination.* |
| **Observations** | |
| Insert Objective 1 KPI 1  *Example: The* ***State Support Plan xxxx*** *response arrangements are (engaged) / (activated). – Performs with some challenges*  ***Activation of the Plan occurred, however the process was not clearly described during the exercise.***  ***Validation of the following engagement / activation methods:***  *The Incident Controller (IC) makes a request to the Operational Area Support Group (OASG) Agency Representative*   * *Facilitator / IC confirmed to some evaluators that for this scenario he would have made a request to the Agency OASG representative; however, this information was not clearly understood by the larger group. Some evaluators were unable to assess how the activation occurred.*   *Notification to Agency Animal Welfare Emergencies Number*   * *Process for notification not evidenced however Director XXX confirmed that through situational awareness of the event, she would be on alert for a potential activation request through this number.*   *Agency recommends activation of plan to IC.*   * *Not discussed during the exercise.*   *Other arrangements: Not discussed.*  ***If a request is made to the Agency, how is the engagement / activation approved?***  *While not described within the State Support Plan (SSP), it was described during panel discussion. The Director XXX would approve activation of the plan if a request was made through the Agency OASG representative* | |
| Objective 1 KPI 2 – | |
| **Insights**  *Developed from observations and designed to inform the identification of lessons. Note: Insights need to be fact based and accurately describe the issue or observation. They can describe the issue or the consequences of the issue happening or not happening. They do not propose the solution.* | |
| Insert insights  1.  2.  3.  4.  5.  *Add / delete as required* | |
| **Was the Exercise objective achieved?** | |
| *Example: Summary of KPI results.*  Objective 1 KPI 1  Objective 1 KPI 2  *Add for additional* | |
| **Was the State Capability achievement objective / s achieved?** Not assessed for this exercise. | |
| **Why / Why not?** | |

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| **Objective 2** |  |
| **State Capability Achievement Objective(s)** | **Capability Area:**  **Achievement Objective:** |
| **Observations** | |
| Insert Objective 2 KPI 1 | |
| Insert Objective 2 KPI 2 | |
| *Add for additional KPIs* | |
| **Insights** *Developed from observations and designed to inform the identification of lessons. Note: Insights need to be fact based and accurately describe the issue or observation. They can describe the issue or the consequences of the issue happening or not happening. They do not propose the solution.* | |
| Insert insights  1.  2.  3.  4.  5.  *Add / delete as required* | |
| **Was the Exercise objective achieved?** | |
| *Example: Summary of KPI results.*  Objective 2 KPI 1 –  Objective 2 KPI 2 –  *Add for additional* | |
| **Was the State Capability achievement objective / s achieved?** | |
| **Why / Why not?** | |

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| **Objective 3** |  |
| **State Capability Achievement Objective(s)** | **Capability Area:**  **Achievement Objective:** |
| **Observations** | |
| Insert Objective 3 KPI 1 | |
| Insert Objective 3 KPI 2 | |
| *Add for additional KPIs* | |
| **Insights** *Developed from observations and designed to inform the identification of lessons. Note: Insights need to be fact based and accurately describe the issue or observation. They can describe the issue or the consequences of the issue happening or not happening. They do not propose the solution.* | |
| Insert insights  1.  2.  3.  4.  5.  *Add / delete as required* | |
| **Was the Exercise objective achieved?** | |
| *Example: Summary of KPI results.*  Objective 3 KPI 1 –  Objective 3 KPI 2 –  *Add for additional* | |
| **Was the State Capability achievement objective / s achieved?** | |
| **Why / Why not?** | |

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| **Objective 4** |  |
| **State Capability Achievement Objective(s)** | **Capability Area:**  **Achievement Objective:** |
| **Observations** | |
| Insert Objective 4 KPI 1 | |
| Insert Objective 4 KPI 2  **Evaluator observations are captured within the Observation Analysis table (Attachment A).** | |
| *Add for additional KPIs* | |
| **Insights** *Developed from observations and designed to inform the identification of lessons. Note: Insights need to be fact based and accurately describe the issue or observation. They can describe the issue or the consequences of the issue happening or not happening. They do not propose the solution.* | |
| Insert insights  1.  2.  3.  4.  5.  *Add / delete as required* | |
| **Was the Exercise objective achieved?** | |
| *Example: Summary of KPI results.*  Objective 4 KPI 1 –  Objective 4 KPI 2 –  *Add for additional* | |
| **Was the State Capability achievement objective / s achieved?** | |
| **Why / Why not?** | |

*Add for additional Objectives*

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| **Additional notes** |
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| **Highlights** |
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| **Issues parked for further discussion/exploration** |
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| **Exercise Management Insights** |
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