Exercise Evaluation Data Collection Form

Animals in Emergencies Discussion Exercise
EXERCISE MATERIAL ONLY

Evaluator's Name:	
Date:	Time:

Location of Evaluation: DFES Belmont

Using this template

Before the Exercise, you should familiarise yourself with the Exercise objectives. During the Exercise you should observe the actions of your participants and evaluate their performance in terms of the listed objectives.

There are two parts to this evaluation template:

- A general ratings format (quantitative measure)
- Observations made using the P^2OST^2E capabilities elements (qualitative measure).

Ratings Format (QUANTITATIVE MEASURE)

Objectives are to be rated on a 5-point rating scale using the following categories:

- Performs without challenges

- Performs with some challenges

- Performs with Major challenges

- Unable to Perform

- Not Applicable

Please tick (✓) one preference only.

P²OST²E Capabilities Elements (QUALITATIVE MEASURE)

Any issues identified should be noted and recorded against one or more of the P²OST²E categories, depending on your perception of the reason behind the issue identified.

Once an issue is identified, evaluators should consider the reasoning behind the issue to allow for a suitable mitigation option to be proposed. The following descriptors will assist evaluators to categorise and group issues and identify causal factors.

The P²OST²E Model

People	roles, responsibilities and accountabilities, skills
Process	includes plans, policies, procedure, processes
Organisation	structure and jurisdiction
Support	infrastructure, facilities, maintenance
Technology	equipment, systems, standards, interoperability, security
Training	capability qualifications/skill levels, identify courses required
Exercise Management	Exercise development, structure, management, conduct

Please note: It may not be possible to record measurements against some objectives due to the level of engagement each participant has during the Exercise.

OBJECTIVE ONE

1. **Activation - Demonstrate the engagement procedure to activate the response arrangements in State Support Plan – Animal Welfare in Emergencies.**

MSE /Plan	Key Performance Indicators	Performs without challenges	Performs with some challenges	Performs with major challenges	Unable to Perform	Not Applicable
019 SSP-s.3.2.1	Objective 1 KPI 1 2. **The State Support Plan – Animal Welfare in Emergencies** response arrangements are [engaged] / [activated]. Validation of the following engagement/activation methods: ☐ The IC makes a request to the OASG agency representative ☐ Notification to the agency Animal Welfare Emergencies Number ☐ The agency recommends activation of plan to IC. ☐ Other arrangements: _____ If a request is made to the agency, how is the engagement/activation approved? _____	☐	☐	☐	☐	☐

MSE /Plan	Key Performance Indicators	Performs without challenges	Performs with some challenges	Performs with major challenges	Unable to Perform	Not Applicable
SSP-s.3.2.1	**Objective 1 KPI 2** The agency coordinates the internal activation procedures:	☐	☐	☐	☐	☐
017 Ops Plan	a. The agency provides a representative to the OASG at the request of the incident controller	☐	☐	☐	☐	☐
019 Ops Plan	b. The agency will initiate the internal Incident Management System which may necessitate the establishment of an organisational structure, specific to the management of the welfare of animals in the emergency.	☐	☐	☐	☐	☐
019 Ops Plan	c. The agency determines if a local Animal Welfare Coordinator (Local AWC) is required.	☐	☐	☐	☐	☐
019 Ops Plan	d. The Local AWC remains as an ongoing point of local contact and will liaise with the SAWEC to determine what additional support is required	☐	☐	☐	☐	☐

OBSERVATIONS FOR OBJECTIVE 1

Activation - Demonstrate the engagement procedure to activate the response arrangements in State Support Plan – Animal Welfare in Emergencies.
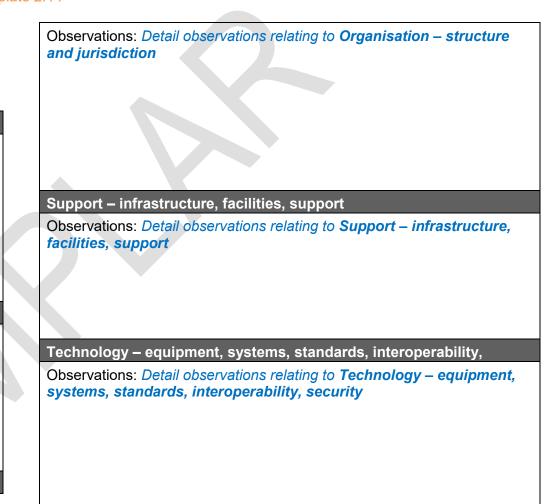
People – roles, responsibilities and accountabilities, skills
Observations: *Detail observations relating to **People – roles, responsibilities and accountabilities, skills***

Process – includes plans, policies, procedures, processes
Observations: *Detail observations relating to **Process – includes plans, policies, procedures, processes***

Organisation – structure and jurisdiction

Observations: *Detail observations relating to **Organisation – structure and jurisdiction***

Support – infrastructure, facilities, support
Observations: *Detail observations relating to **Support – infrastructure, facilities, support***

Technology – equipment, systems, standards, interoperability,
Observations: *Detail observations relating to **Technology – equipment, systems, standards, interoperability, security***

Training – capability, qualifications/skill levels, identify courses

Observations: *Detail observations relating to **Training – capability, qualifications/skill levels, identify courses required***

Exercise Management – Exercise development, structure,

Observations: *Detail observations relating to **Exercise Management – Exercise development, structure, management, conduct***

OBJECTIVE TWO

Validate the internal communications, messaging processes and outputs to supporting agencies as per the State Support Plan.

MSE	Key Performance Indicators	Performs without challenges	Performs with some challenges	Performs with major challenges	Unable to Perform	Not Applicable
006 SSP-s.3.2.1	Objective 2 KPI 1 The agency provides initial situational awareness to the Committee for Animal Welfare in Emergencies (CAWE) members.	☐	☐	☐	☐	☐
019 Ops Plan	Objective 2 KPI 2 The agency notifies CAWE members of decision to convene the Animal Welfare Emergency Group.	☐	☐	☐	☐	☐
008 012 032 SSP-s.3.2.1	Objective 2 KPI 3 The agency provides continued situational awareness reports to the Committee for Animal Welfare in Emergencies (CAWE) members.	☐	☐	☐	☐	☐
Ops Plan	Objective 2 KPI 4 The agency may transition some of the CAWE members into an Animal Welfare Emergency Group (AWEG).	☐	☐	☐	☐	☐

OBSERVATIONS FOR OBJECTIVE TWO

Validate the internal communications, messaging processes and outputs to supporting agencies as per the State Support Plan.

People – roles, responsibilities and accountabilities, skills
Observations: *Detail observations relating to **People – roles, responsibilities and accountabilities, skills***

Process – includes plans, policies, procedures, processes
Observations: *Detail observations relating to **Process – includes plans, policies, procedures, processes**>*

Organisation – structure and jurisdiction

Observations: *Detail observations relating to **Organisation – structure and jurisdiction***

Support – infrastructure, facilities, support
Observations: *Detail observations relating to **Support – infrastructure, facilities, support***

Technology – equipment, systems, standards, interoperability,
Observations: *Detail observations relating to **Technology – equipment, systems, standards, interoperability, security***

Training – capability, qualifications/skill levels, identify courses

Observations: *Detail observations relating to **Training – capability, qualifications/skill levels, identify courses required***>

Exercise Management – Exercise development, structure,

Observations: *Detail observations relating to **Exercise Management – Exercise development, structure, management, conduct***

Additional Notes:

EXERCISE MATERIAL ENDS