Winter Blues! Exercise Evaluation Guide

Guide Name	Common EOC functions
Evaluator Name & Dept./Agency	

Objective	Demonstrate the performance of common EOC functions	
Expected Actions	Yes / No *Please circle one*	Players established an organizational chart
	Yes / No *Please circle one*	Players ensured the EOC Director position is identified and staffed at all times
	Yes / No *Please circle one*	Players established and maintained a log for each position
	Yes / No *Please circle one*	Players responded to requests for assistance and coordination from site(s)
	Yes / No *Please circle one*	Players maintained good worker care practices
Observation		
Recommendations		

Guide Name	Information Management
Evaluator Name & Dept./Agency	

Objective	Demonstrate the management of incident information within the EOC	
Expected Actions	Yes / No *Please circle one*	Players recorded receipt of incident information in position logs and formal Incident Reports (as necessary)
	Yes / No *Please circle one*	Players identified additional information needs from site(s)
	Yes / No *Please circle one*	Players posted relevant information on status boards and information displays
	Yes / No *Please circle one*	Players updated status boards and information displays throughout the event
	Yes / No *Please circle one*	Players shared information with external agencies and departments as requested
Observation	
Recommendations	

Guide Name	Action Planning
Evaluator Name & Dept./Agency	

Objective	Demonstrate the use of an Action Planning process in creating a formal Action Plan
Expected Actions	Yes / No *Please circle one*	Players held a meeting of EOC representatives to discuss current status and future issues
	Yes / No *Please circle one*	Players identified support and coordination activities to be performed by EOC staff
	Yes / No *Please circle one*	Players identified priorities for the EOC
	Yes / No *Please circle one*	Players formalized priorities and actions into an Action Plan
	Yes / No *Please circle one*	Players revised priorities as appropriate
Observation	
Recommendations	