

This publication is part of the *xTREME toolkit* (eXtreme events Toolkit for Rural Emergency Management Enhancement) which is available online [www.resilientresearch.ca](http://www.resilientresearch.ca) as part of a project titled “Ontario Rural Municipal Emergency Management and Critical Infrastructure: Enhancing Planning and Preparedness Capacities for Climate Change Resilience”

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# EXERCISE EVALUATION GUIDE

<i>Exercise Name:</i> <input style="width: 90%;" type="text"/>	<i>Municipality:</i> <input style="width: 90%;" type="text"/>	<i>Location of Exercise:</i> <input style="width: 90%;" type="text"/>
<i>Exercise Date:</i> <input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
<i>Exercise Objective:</i> <input style="width: 95%;" type="text"/>		
<i>Core Capability:</i>		
<b>Organizational Capability Target 1: <input style="width: 95%;" type="text"/></b>		
<i>Critical Task:</i> <input style="width: 95%;" type="text"/>		
<i>Critical Task:</i> <input style="width: 95%;" type="text"/>		
<i>Critical Task:</i> <input style="width: 95%;" type="text"/>		
<i>Critical Task:</i> <input style="width: 95%;" type="text"/>		
<b>Source(s):</b> <input style="width: 95%;" type="text"/>		
<b>Organizational Capability Target 2: <input style="width: 95%;" type="text"/></b>		
<i>Critical Task:</i> <input style="width: 95%;" type="text"/>		
<i>Critical Task:</i> <input style="width: 95%;" type="text"/>		
<i>Critical Task:</i> <input style="width: 95%;" type="text"/>		
<i>Critical Task:</i> <input style="width: 95%;" type="text"/>		
<b>Source(s):</b> <input style="width: 95%;" type="text"/>		
<b>Organizational Capability Target 3: <input style="width: 95%;" type="text"/></b>		
<i>Critical Task:</i> <input style="width: 95%;" type="text"/>		
<i>Critical Task:</i> <input style="width: 95%;" type="text"/>		
<i>Critical Task:</i> <input style="width: 95%;" type="text"/>		
<i>Critical Task:</i> <input style="width: 95%;" type="text"/>		
<b>Source(s):</b> <input style="width: 95%;" type="text"/>		

Organizational Capability Target	Associated Critical Tasks	Observation Notes and Explanation of Rating	Target Rating
Insert Organizational Capability Target 1 from page 1	<ul style="list-style-type: none"> <li>Insert Organizational Capability Target 1 Critical Tasks from page 1</li> </ul>		
Insert Organizational Capability Target 2 from page 1	<ul style="list-style-type: none"> <li>Insert Organizational Capability Target 2 Critical Tasks from page 1</li> </ul>		
Insert Organizational Capability Target 3 from page 1	<ul style="list-style-type: none"> <li>Insert Organizational Capability Target 3 Critical Tasks from page 1</li> </ul>		
<b>Final Core Capability Rating</b>			

Evaluator Name \_\_\_\_\_

Evaluator E-mail \_\_\_\_\_

Phone \_\_\_\_\_

<b>Ratings Key</b>
P – Performed without Challenges
S – Performed with Some Challenges
M – Performed with Major Challenges
U – Unable to be Performed

## Ratings Definitions

<b>Performed without Challenges (P)</b>	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 was conducted in accordance with applicable plans, policies, procedures, regulations, and laws.
<b>Performed with Some Challenges (S)</b>	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 was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. However, opportunities to enhance effectiveness and/or efficiency were identified.
<b>Performed with Major Challenges (M)</b>	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; and/or was not conducted in accordance with applicable plans, policies, procedures, regulations, and laws.
<b>Unable to be Performed (U)</b>	The targets and critical tasks associated with the core capability were not performed in a manner that achieved the objective(s).