

Evaluation of BTX05 Command Post Operations on 11/1/05

Evaluator/Participant Name and ICS Section/Position:

Instructions: Please rate and comment on items that you observed. For example, if you were Information Officer staff and needed to use Situation Unit displays, comment on that Planning Section item as well on items directly related to Information. Continue comments on the back. Please write in a 1-10 score in the left margin using the following range:

n/a - not applicable

1 - not done, but should have been done

5 - known and attempted, but could be improved (comment)

10 - executed sufficiently well and fast enough (for the period)

Incident Commander:

Objectives. Clear, doable objectives for current Operational Period. Objectives for next Operational Period were timely, tailored to priority issues of the scenario, and quickly made SMART (Specific, Measurable, Assignable, Reasonable, Time-related) by Command and General Staff.

Not Done n/a **1** **2** **3** **4** **5** **6** **7** **8** **9** **10** **Well Done**
Comments:

Leadership of Command and General Staff. IC led Command and General Staff, set clear expectations (tied to objectives), and monitored performance.

Not Done n/a **1** **2** **3** **4** **5** **6** **7** **8** **9** **10** **Well Done**
Comments:

Collaboration with Agency Executive, EOCs, and Response Partners. IC is responsive to executive leadership, support and contributing partners, and the community.

Not Done n/a **1** **2** **3** **4** **5** **6** **7** **8** **9** **10** **Well Done**
Comments:

Overall ICS Application. The Incident Command System was satisfactorily applied? E.g. response organization tailored to objectives; the Planning Cycle sufficiently aligned objectives, strategies, and resources; the Incident Action Plan sufficiently guided activities for the next Operational Period, ICS functions were performed in a collaborative manner, and a General Plan guided what had to be done in future periods.

Not Done n/a **1** **2** **3** **4** **5** **6** **7** **8** **9** **10** **Well Done**
Comments:

Command Post Evaluation (continued)

Information Officer:

Targeting the Message(s). Target audiences were identified and categorized. The message was well crafted to meet incident objectives and properly channeled to those audiences.

Not Done n/a 1 2 3 4 5 6 7 8 9 10 Well Done

Comments:

Public Information System – Quality of Coordination, Discipline, Division of Responsibility. All information functions within response organizations were formed into a collaborative Public Information System that agreed on high quality, consistent messages and a message ‘discipline’ (of which organizations released what kinds of information).

Not Done n/a 1 2 3 4 5 6 7 8 9 10 Well Done

Comments:

Leadership, Resources, Collaboration. Appropriately staffed the function, set clear expectations (tied to objectives and priorities), monitored performance, and ensured appropriate collaboration with other functions.

Not Done n/a 1 2 3 4 5 6 7 8 9 10 Well Done

Comments:

Safety Officer:

Prevent Accidents. A methodical process was applied to identifying key hazards, implementing safe practices and protection, and ensuring a safety ethic in the organization.

Not Done n/a 1 2 3 4 5 6 7 8 9 10 Well Done

Comments:

Leadership, Resources, Collaboration. Appropriately staffed the function, set clear expectations (tied to objectives and priorities), monitored performance, and ensured appropriate collaboration with other functions.

Not Done n/a 1 2 3 4 5 6 7 8 9 10 Well Done

Comments:

Command Post Evaluation (continued)

Liaison Officer:

Connect to Partners. Agency Representatives (able to make decisions and commit organization) were arranged (their ARs to our organization and our ARs to other lead response organizations (including key EOCs). Agency Representative contact information is documented and organized for easy handoff. Timely communications with ARs is schedules and executed.

Not Done n/a **1** **2** **3** **4** **5** **6** **7** **8** **9** **10** **Well Done**
Comments:

Leadership, Resources, Collaboration. Appropriately staffed the function, set clear expectations (tied to objectives and priorities), monitored performance, and ensured appropriate collaboration with other functions.

Not Done n/a **1** **2** **3** **4** **5** **6** **7** **8** **9** **10** **Well Done**
Comments:

Operations Section:

Plan Operations. The OSC contributed to the Planning Cycle process of designing an operations organization and strategies to successfully accomplish objectives?

Not Done n/a **1** **2** **3** **4** **5** **6** **7** **8** **9** **10** **Well Done**
Comments:

Lead Operations. The OSC successfully monitored, led, and adjusted current Operational Period operations to attain or exceed objectives?

Not Done n/a **1** **2** **3** **4** **5** **6** **7** **8** **9** **10** **Well Done**
Comments:

Leadership, Resources, Collaboration. Appropriately staffed the function, set clear expectations (tied to objectives and priorities), monitored performance, and ensured appropriate collaboration with other functions.

Not Done n/a **1** **2** **3** **4** **5** **6** **7** **8** **9** **10** **Well Done**
Comments:

Command Post Evaluation (continued)

Planning Section:

Conduct the Planning Cycle. The PSC successfully conducted the Planning Cycle, e.g.: ensured suitable overall goals and SMART operational period objectives; schedule of meetings and events for the Planning Cycle known and prepared for; led meetings that efficiently attained needed outcomes; completed smooth Incident Action Plan that Operations Section leaders could confidently execute; and conducted advance planning function created a General Plan for anticipating, prioritizing, and planning operations beyond the next operational period.

Not Done n/a **1** **2** **3** **4** **5** **6** **7** **8** **9** **10** **Well Done**
Comments:

Situation Status. The situation was accurately displayed in a manner that made it indispensable to command post briefings and decision-making. If separate Situation and Epidemiological Units are established, there was clear collaboration and coordination between them.

Not Done n/a **1** **2** **3** **4** **5** **6** **7** **8** **9** **10** **Well Done**
Comments:

Resource Status. The resource tracking and management process (including Check-in and, if appropriate, Demob) was implemented, resource status displays were accurately and were indispensable to command post briefings and decision-making.

Not Done n/a **1** **2** **3** **4** **5** **6** **7** **8** **9** **10** **Well Done**
Comments:

Documentation. A system to that ensured adequate incident and response documentation was created and executed throughout the response organization?

Not Done n/a **1** **2** **3** **4** **5** **6** **7** **8** **9** **10** **Well Done**
Comments:

Technical Specialists. Technical Specialists are clearly accountable to the response organization. They adequately and efficiently contributed to the decisions and processes required to support operations (e.g. designed clinic processes, conducted training, established case definitions)?

Not Done n/a **1** **2** **3** **4** **5** **6** **7** **8** **9** **10** **Well Done**
Comments:

Command Post Evaluation (continued)

Leadership, Resources, Collaboration. Appropriately staffed the function, set clear expectations (tied to objectives and priorities), monitored performance, and ensured appropriate collaboration with other functions.

Not Done n/a 1 2 3 4 5 6 7 8 9 10 Well Done
Comments:

Logistics Section:

Communications. The response organization is supported by adequate communications equipment, systems, and protocols [including equipment support, radio networks, fax, email, land and cell phones, and well known communication plans].

Not Done n/a 1 2 3 4 5 6 7 8 9 10 Well Done
Comments:

Ordering. An ordering process is efficient, well known by users, and well integrated with the objectives and the planning process. Ordering point(s) are established. ICS resource ordering protocols are established. Special ordering information and procedures that may be required by some ordering points are integrated into the system.

Not Done n/a 1 2 3 4 5 6 7 8 9 10 Well Done
Comments:

Facilities, Transportation, Medical, and Other Support/Services. Sufficient facilities are designated, equipped, signed, and supported? Essential support and services are anticipated and met (e.g. food, transport, rest rooms, supplies, and security and safety of the response organization and its resources).

Not Done n/a 1 2 3 4 5 6 7 8 9 10 Well Done
Comments:

Leadership, Resources, Collaboration. Appropriately staffed the function, set clear expectations (tied to objectives and priorities), monitored performance, and ensured appropriate collaboration with other functions.

Not Done n/a 1 2 3 4 5 6 7 8 9 10 Well Done
Comments:

Command Post Evaluation (continued)

Finance and Administration Section:

Financial Ceilings. Funding support is arranged through the IC and Agency Executive. Funding ceiling(s), financial report deadlines, and mechanisms for seeking increased support as funding ceilings may be exceeded are in place.

Not Done n/a 1 2 3 4 5 6 7 8 9 10 Well Done
Comments:

Time and Cost Tracking. A time and cost tracking system allows for accurate and timely tracking (at least daily) and forecasting of costs? The system is enforced and is well known to those contributing to it.

Not Done n/a 1 2 3 4 5 6 7 8 9 10 Well Done
Comments:

Procurement. Rapid emergency contracting was done in a timely, cost effective manner.

Not Done n/a 1 2 3 4 5 6 7 8 9 10 Well Done
Comments:

Leadership, Resources, Collaboration. Appropriately staffed the function, set clear expectations (tied to objectives and priorities), monitored performance, and ensured proper collaboration with other functions.

Not Done n/a 1 2 3 4 5 6 7 8 9 10 Well Done
Comments: