**Name of Organization**

**Disaster Recovery**

**Exercise Evaluation**

December 2021

**Disaster Recovery**

**Exercise Evaluation Tool**

**Evaluator Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Exercise: \_\_\_\_/\_\_\_\_/20\_\_\_\_**

This tool should be used by those persons designated as evaluators for the exercise. It is important that when observing and making notes of the exercise that the objectives are the baseline for the evaluation. It is also important to note what actions went well and any gaps identified during the exercise. These notes will assist in the development of an after-action or ‘lessons learned’ document, as well as aid in the development of policies and guidelines for future planning and preparedness.

The evaluator should NOT participate in the exercise by adding to the discussion among players.

When completing this exercise evaluation tool, evaluators should consider the following questions:

* Were the objectives met? If the objectives were not met, what factors contributed to this result?
* Did discussion or activities suggest the objectives were executed successfully to remediate the situation? If not, what was the impact or consequences?
* Do current plans, policies, and procedures support the successful completion of the objectives? Were participants familiar with these documents?

**Observations by Objective:**

**Incident Assessment and Notification** – leadership’s ability to process and disseminate accurate information regarding the nature and extent of the hazard, any cascading effects, and the status of the response while providing this information with staff and first responders in a timely and direct manner.

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**Population/Critical Systems Protective Actions** – demonstrate, in accordance with applicable plans, policies, and procedures, the capability of organizational leadership to develop an action plan and safely implement protective actions to protect staff and essential infrastructure/commodities during and post disaster.

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**Disaster Recovery** – demonstrate leaderships’ ability in decision making for the resumption of organizational activities in a timely, efficient, and sustainable manner.

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**Areas for Sustainment:**

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**Areas for Improvement:**

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**Additional Observations:**

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Please return this exercise evaluation tool to the exercise facilitator upon completion.

**THANK YOU!**