**Exercise Evaluation** **Data Collection Form**

EXERCISE: *<EXERCISE NAME>*

|  |
| --- |
| Evaluator’s Name:  |
| Date:  | Time:  |

Location of Evaluation (please tick):

**MASTER LOCATION**

|  |  |
| --- | --- |
| LOCATION 1 | **[ ]**  |
| LOCATION 2 | **[ ]**  |
| LOCATION 3 | **[ ]**  |
| LOCATION 4 | **[ ]**  |
| LOCATION 5 | **[ ]**  |

*<The number of evaluation locations and objectives will be specific to your exercise when using this templats add or remove locations and objectives to suit your exercise>*

**Note**: All text displayed in blue or red is used to provide assistance to the author, and should be deleted before publishing. Authors to format their input in black colour font. *. Delete all instructions and sections that are not relevant to the proposed exercise after completing the Exercise Data Collection Form Template*

**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 P2OST2E capabilities elements (qualitative measure).

**Ratings Format (QUANTITATIVE MEASURE)**

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

* Strongly Agree
* Agree
* Not Applicable
* Disagree
* Strongly Disagree

*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 |
| **P**eople | roles, responsibilities and accountabilities, skills |
| **P**rocess | includes plans, policies, procedure, processes |
| **O**rganisation | structure and jurisdiction |
| **S**upport | infrastructure, facilities, maintenance |
| **T**echnology  | equipment, systems, standards, interoperability, security |
| **T**raining | capability qualifications/skill levels, identify courses required |
| **E**xercise 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**

***Objective 1***

*(e.g. To assess the response to an aircraft crash in accordance with the Airport Emergency Plan)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Key Performance Indicators** | **Strongly Agree** | **Agree** | **Not Applicable** | **Disagree** | **Strongly Disagree** |
| Objective 1 KPI 1* + - *<e.g. Correct information conveyed by dispatch>*
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Objective 1 KPI 2* + - *<e.g. Correct appliances responded>*
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Objective 1 KPI 3* + - *<e.g. Crews trained and qualified to respond>*
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Objective 1 KPI 4* + - *<e.g. Were additional resources requested?>*
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

**OBSERVATIONS FOR OBJECTIVE ONE**

***Objective 1***

*(e.g. To assess the response to an aircraft crash in accordance with the Airport Emergency 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, security** |
| Observations: *<Detail observations relating to* ***Technology – equipment, systems, standards, interoperability, security****>* |
| **Training – capability, qualifications/skill levels, identify courses required** |
| Observations: *<Detail observations relating to* ***Training – capability, qualifications/skill levels, identify courses required*** *>* |
| **Exercise Management – Exercise development, structure, management, conduct** |
| Observations: *<Detail observations relating to* ***Exercise Management – Exercise development, structure, management, conduct*** *>* |

**OBJECTIVE TWO**

***Objective 2***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Key Performance Indicators** | **Strongly Agree** | **Agree** | **Not Applicable** | **Disagree** | **Strongly Disagree** |
| Objective 2 KPI 1 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Objective 2 KPI 2 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Objective 2 KPI 3 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

**OBSERVATIONS FOR OBJECTIVE TWO**

***Objective 2***

|  |
| --- |
| **People – roles, responsibilities and accountabilities, skills** |
| Observations:  |
| **Process – includes plans, policies, procedures, processes** |
| Observations:  |
| **Organisation – structure and jurisdiction** |
| Observations:  |
| **Support – infrastructure, facilities, support** |
| Observations:  |
| **Technology – equipment, systems, standards, interoperability, security** |
| Observations:  |
| **Training – capability, qualifications/skill levels, identify courses required** |
| Observations:  |
| **Exercise Management – Exercise development, structure, management, conduct** |
| Observations:  |

**OBJECTIVE THREE**

***Objective 3***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Key Performance Indicators** | **Strongly Agree** | **Agree** | **Not Applicable** | **Disagree** | **Strongly Disagree** |
| Objective 3 KPI 1 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Objective 3 KPI 2 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Objective 3 KPI 3 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

**OBSERVATIONS FOR OBJECTIVE THREE**

***Objective 3***

|  |
| --- |
| **People – roles, responsibilities and accountabilities, skills** |
| Observations:  |
| **Process – includes plans, policies, procedures, processes** |
| Observations:  |
| **Organisation – structure and jurisdiction** |
| Observations:  |
| **Support – infrastructure, facilities, support** |
| Observations:  |
| **Technology – equipment, systems, standards, interoperability, security** |
| Observations:  |
| **Training – capability, qualifications/skill levels, identify courses required** |
| Observations:  |
| **Exercise Management – Exercise development, structure, management, conduct** |
| Observations:  |

Additional Notes: