### EVALUATOR AIDE-MEMOIRE

Attachment [\*] to evaluation plan

The following evaluation checklist describes the evaluator’s responsibilities before, during and after the Exercise.

**Before the Exercise:**

* Review the Exercise plan, scenario, master schedule of events, evaluation sub-plan, safety/risk instructions and other Exercise documents, with special emphasis on the objectives, standards and key issues identified to facilitate data collection.
* Complete evaluator training/briefing requirements.
* Familiarise yourself with the legislation, plans, policies, procedures, and processes applicable to your assigned location/jurisdiction/agency/capability.
* Familiarise yourself with the Exercise communications and IT systems and tools.
* Identify and review the templates you may be required to fill out.
* Attend the EXCON and evaluator briefing at your assigned location.

**On arrival at start of shift:**

* Check in with the evaluation coordinator.
* Receive a shift change brief from the outgoing evaluator if applicable.
* Check in with Exercise participants to advise you are on site (incident controller or similar).

**During the Exercise:**

* Observe the Exercise and record your observations.
* Identify schedule for and attend evaluator briefings/conferences/teleconferences.
* Identify schedule for and attend key operational briefings/conferences/ teleconferences and other key events as per your collection plan.
* You may need to interview participants to clarify events and gain insight into decisions and actions.
* Collect supplementary data, which may include the following:

• situation reports, intelligence summaries, briefings, debriefings

• logs/running sheets (e.g. communications log, daily log)

• requests for Information (RFI) and RFI logs

• media releases

• technical data products (e.g. GIS products, maps, plume model results)

• incident action plans and other planning documents

• quantitative data (times, numbers, equipment, resources).

Be sure to note the date and time of each piece of supplementary information along with your location (reference points) so it can be related back to the relevant part of the Exercise.

* Collect participant feedback forms, where used, for those personnel whose Exercise involvement is completed.

**During downtime, after your shift or after ENDEX:**

* Progress the completion of the applicable templates

**At the end of shift:**

* Conduct a shift change brief with your replacement.
* Contact the evaluation coordinator at EXCON to advise your status.

**After ENDEX:**

* Attend and document relevant debriefs.
* Participate in the EXCON debriefs.
* Collect any remaining participant feedback forms.
* Complete Exercise Evaluation Report.
* Forward your completed report to the evaluation coordinator by the agreed date.