

**EXERCISE EVALUATION DATA COLLECTION FORM**

EXERCISE: **<EXERCISE NAME>**

Evaluator's Name: Richard Onn	
Date: 30 May 2013	Time: 0940hrs

Location of Evaluation (please tick):

**MASTER LOCATION**

LOCATION 1	<input checked="" type="checkbox"/>	<b>Observers Area</b>
LOCATION 2	<input type="checkbox"/>	<b>With incident IC</b>
LOCATION 3	<input type="checkbox"/>	<b>With Caltex Chief Warden</b>

### 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); and
- Observations made using the P<sup>2</sup>OST<sup>2</sup>E 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.

### P<sup>2</sup>OST<sup>2</sup>E Capabilities Elements (QUALITATIVE MEASURE)

Any issues identified should be noted and recorded against one or more of the P<sup>2</sup>OST<sup>2</sup>E 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 P<sup>2</sup>OST<sup>2</sup>E Model

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

**Objective 2**

*To practice and assess the response of TFS to a large flammable liquid fuel leak and fire.*

Key Performance Indicators	Strongly Agree	Agree	Not Applicable	Disagree	Strongly Disagree
Objective 2 KQ 1 ▪ <i>Were the tactics employed to deal with the incident effective?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective 2 KQ 2 ▪ <i>Were responders appropriately trained to deal with the incident?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objective 2 KQ 3 ▪ <i>Were Chief Officers Operational Guidelines (COOGs) followed?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**OBSERVATIONS FOR OBJECTIVE TWO**

**Objective 2**

*To practice and assess the response of TFS to a large flammable liquid fuel leak and fire.*

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

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Additional Notes:

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