

TASK 7: PREPARE AND DISTRIBUTE EVALUATOR ASSIGNMENT PACKETS

Description

The RAC Chair provides a packet to each evaluator with information on his or her assignment, the exercise, schedule, and logistics.

Milestone

Packets are distributed to evaluators 14 days prior to the exercise.

References

None.

Products

Evaluator packet.

Guidance

The evaluator assignment packet includes specific evaluator assignments. The packet should also provide the following materials:

- o portions of the ORO plans applicable to each assignment
- o State and local Emergency Broadcast System (EBS) operational plans, when applicable
- o list of team leaders, if any
- o schedule of activities (agenda)
- o information on Areas Recommended for Corrective Action from previous exercise
- o amendments to previously-provided logistical information (Task 6) or evaluator-specific information regarding lodging, meetings, and assigned locations

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- o log forms or blank paper for taking notes
- o relevant EEM Evaluation Forms and Narrative Summaries
- o relevant portions of Section D of this Manual
- o a copy of extent-of-play agreements for assigned objectives

In addition to the materials listed above, the RAC Chair should consider including the following materials in the evaluator packets:

- o a listing of all exercise evaluators and their assigned objectives
- o description of scenario
- o applicable guidance materials
- o relevant portions of the previous exercise evaluation report