ANNEX 2.11

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| **Name: (Optional)** |  |
| **Role: (Optional)** |  |

**Player Evaluation: Please note that all feedback will be used by the Exercise Manager only. Your name will not appear in a report or be passed back to ECDC regarding the answers you provide here. All comments will be unattributed and anonymised. However, it helps the Exercise Manager to put into context and analyse the answers you give here if you do provide your name and role in the exercise.**

**Please hand your completed response booklet to a member of exercise control before leaving the exercise.**

The aim of the exercise is to provide ECDC staff with the opportunity to use and implement the PHE Operational Plan and to test supporting documents, tools and templates.

Increased knowledge of the PHE concept, Operation Plan, Intranet platform and the supporting documentation will ensure a successful internal management of a PHE. The exercise should contribute to the individual learning of all participants.

The objectives of this exercise are to:

* To increase the knowledge of the PHE concept, procedures and command structure
* To familiarise ECDC staff with their roles and responsibilities during a PHE
* To identify any gaps in PHE response arrangements

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| **Initial information** |
| How did you receive notification of the PHE? |  |
| Did you have a clear understanding of the situation? | **Yes**  | **No** | If not please say what additional information you would have found useful. |
| Was it clear to you what your role in the PHE response was and what action(s) you should take? |  |  |  |
| Did the information provided to you require you to provide additional information or initiate a response or action?Did you have to coordinate and communicate this response/action with others? |  |  |  |
| **Any additional comments on the initial information** |

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| **All players should answer all remaining questions** |
| Was the EOC fit for purpose? Consider: was there enough space? Was all equipment in working order for example computer screens?Was it easy to identify other individual roles? Was it easy to discuss / make decisions? | **Yes** | **No** | *If no, please explain* |
| Was sufficient staff allocated to the response?Was an assessment made to see if more resources were required? |  |  |  |
| Did you find it easy to access the procedures and templates that you needed to refer to? |  |  | *If no, please explain why not* |
| Was your team / group briefed and updated on a regular basis? |  |  |  |
| Were priorities clearly identified and disseminated to you? |  |  |  |
| Were you clear about what decisions had been taken and what impact these may have had on your role? | **Yes** | **No** |  |
| Were key decisions/events logged and tracked? |  |  |  |
| Were deadlines known and met? |  |  |  |
| Was a RRA completed?How was this RRA information disseminated? |  |  |  |
| Was the decision process to upgrade / downgrade the PHE level clear to you? |  |  |  |
| Did you participate in or observe the PHE Management Team meetings that were streamed to all participants? |  |  | *Comments:* |
| If yes, how did this increase your knowledge of the PHE command structure |
| **Recovery Phase:**Were debriefings conducted?Were lessons identified in the team’s response to the PHE?What actions did you take during the Recovery phase? | **Yes** | **No** | *Comments:* |
| **Did you use or consult any of the following plans or procedures? If so please consider the following questions and make notes under the comments box provided below.*** **Were the documents and procedures easy to follow?**
* **Were they easily accessible?**
* **Are any improvements needed?**
* **Were any deficiencies in the SOPs identified?**
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|  | **Yes**  | **No** | **Comments** |
| ECDC Public Health Emergency Operation Plan  |  |  |  |
| 24/7 EI Duties SOP |  |  |  |
| Epidemic Intelligence SOP |  |  |  |
| PHE EOC Activation SOP |  |  |  |
| Rapid assessment and outbreak (RAO) SOP | **Yes** | **No** |  |
| Upgrading PHE SOP |  |  |  |
| Guiding principles for response to public health threats related to communicable diseases at EU level |  |  |  |
| PHE incoming information flow SOP |  |  |  |
| PHE User Manual SOP |  |  |  |
| Round Table SOP |  |  |  |
| PHE Staff Assignment and Roster SOP |  |  |  |
| ECDC staff regulation SOP |  |  |  |
| PHE Situation Report SOP |  |  |  |
| PHE Log SOP |  |  |  |
| PHE Multiple SOP |  |  |  |
| PHE Downgrading SOP |  |  |  |
| PHE EOC Deactivation SOP |  |  |  |
| PHE Communication SOP |  |  |  |
| PHE ICT Support SOP |  |  |  |
| Incident Management process | **Yes** | **No** |  |
| Did you use the PHE intranet to find or store information?If yes, was the intranet easy to use, was the information clear? If the information was not clear please explain.If you did not use the intranet please explain why not? |  |  |  |
| Did you communicate with internal partners and external stakeholders?(email/telephone/other) |  |  |  |
| This question is about communications tools and methods generally. Please tick which of the following tools you used. If you had any problems sending, receiving or understanding the information sent over these means please explain in the comments column.  |
|  | **Used** | **Not used** | Comments |
| TTT |  |  |  |
| Email |  |  |  |
| Phone  |  |  |  |
| Other (please state)  |  |  |  |

**Structures**: Please provide any other comments you may have about the structures in place at ECDC that were used to manage the response in this exercise:

**Aim**: **Please comment on the exercise aim:**

*To provide ECDC staff with the opportunity to use and implement the PHE Operational Plan and to test supporting documents, tools and templates.*

Do you think this was achieved?

**What are the key issues and/or recommendations you would make to improve your role in a PHE response?**

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| Exercise Content | Strongly Agree | Agree | Disagree | Strongly Disagree |
|  |  |  |  |  |
| 1. Participation in the exercise enabled me to practise my PHE role and to use supporting documents and tools |  |  |  |  |
| 2. The exercise helped me understand my role and responsibilities during a PHE |  |  |  |  |
| 3. The exercise has increased my knowledge of the PHE concept, structure and procedures |  |  |  |  |

Any other comments?

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