Annex 2.9  **Exercise Artemis**

Evaluator briefing

10 September 2013

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# Introduction

Thank you for agreeing to be an evaluator for Exercise Artemis. You will be in a privileged position to evaluate exercise activity, roles and responsibilities. This document provides detailed guidance on the role of the evaluator and the completing of the control staff evaluation report template.

If you need additional information please ask a member of the Exercise Control Staff who will help you.

# THE Evaluator Role

Record and analyse actions. The evaluator’s role is to record and analyse player actions throughout the course of the exercise in order to establish ECDC staff understanding of the PHE Operation Plan and supporting documents and tools, and how the structure is able to respond to a PHE.

Supporting evidence. It is vital that you produce evidence to support your observations and that you feed back as much information as possible. Without this information it will be impossible to validate the exercise. A report template has been developed to help you achieve this. In addition to any notes, it is important to collect or refer to any decision logs and information that may be stored electronically. The evaluation report template is at **2.10**.

Aim and objectives. During the evaluation process you should relate your observations and analysis to the exercise aim and objectives contained in the General Instructions.

Test the plans and processes not the people. It is important to stress that the evaluation process is designed to identify issues with the PHE-OP and supporting documents and tools, not the individuals participating as players. This point should be reinforced with the players at the start of the exercise in order that they engage in the exercise as fully as possible. Their confidence at engaging fully in the exercise is important in order to understand and analyse what is working well and where improvement is required. Player action should not be inhibited by the presence of the evaluator.

Debriefs Evaluators should attend the hot debrief session at the end of the exercise and also the post-exercise evaluation workshop on 23 September 2013.

**You should submit a report and a scanned copy of your notes by email to Veronica Nelson (**[**veronica.nelson@phe.gov.uk**](mailto:veronica.nelson@phe.gov.uk)**) no later than 12:00 on 18 September 2013.**

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# Recording information

Information gathered during the exercise will be used to produce an Exercise Report. Please use the report template provided to record all of your observations.

You should look for information from the following sources:

* Emails: Please make sure that players are copying Exercise Control into every email that they send.
* Telephone calls: If you see people making telephone calls during the exercise take a note of the conversation and log the time.
* PHE intranet: Make a note of use of any information technology systems used, to record how effective their use was and so that the exercise team can retrieve information posted on them if necessary.
* Briefings, conversations and actions. Record your observations of these.
* Charts or other material generated. Make a note of the time the material was produced and where it was filed so that it can be retrieved.
* Player debriefs: At the end of the day a member of Exercise Control staff will conduct a debrief with players in the Boardroom.

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# Observing Hints

As an evaluator, you should be looking for the following activities undertaken by the players during the exercise, and concentrate the evaluation on the ECDC management and response to the exercise injects:

* Recognition of key events;
* Gathering of facts and information;
* Thorough examination of facts and information;
* Open exploration of all practical courses of action;
* Sound decision-making process; and
* A plan that is timely, complete and appropriate to the emergency.

You should also be looking at:

* How information is recorded;
* How details are communicated to those who need to know;
* How effective the response to information is;
* How information is exchanged with affected parties; and
* Demonstrations of ‘best practice’

Potential problem areas to watch for include the following:

* Lack of timeliness in mitigating actions;
* Lack of or ineffective communication among players and organisations;
* Inadequate direction and coordination of activities;
* Inability to monitor and assess events;
* Ineffective command and control;
* Control problems that hinder conduct of the exercise;
* Unclear plans or procedures that hinder player efforts; and
* Facility or equipment shortcomings that hinder player efforts

It is critical to stress that the evaluation process is designed to identify issues with communication, functions and the management of a health-related crisis not on the individuals participating as players.

# Evaluation process

The exercise evaluation process will be as follows:

* All participants will record any issues or learning points in their player evaluation workbooks (2.11) and will also feedback during the hot debrief session at the end of the day via the hot debrief form included in 2.11
* Public Health England evaluator and ECDC evaluators will record issues and learning points and critically analyse the performance of the players and feedback to the Exercise Manger through a formal report by 18 September 2013
* The ECDC Evaluator will submit his report to the Exercise Manager by 18 September 2013 and will also feedback at the post-exercise evaluation workshop
* All participants should take part in the post exercise evaluation workshop on 23 September 2013 at ECDC (Cold Debrief)
* A report based on the findings from the evaluation of the exercise will be produced by Public Health England and submitted to ECDC.

# Player and staff debriefs

**Hot Debrief**: The hot debrief session will take place at the end of the exercise (i.e. before everyone leaves). It allows players to feedback immediately, whilst it is still fresh in their memory, their impressions of the exercise. It also gives an opportunity to present any urgent issues. Evaluators and Observers may also contribute to this discussion. The hot debrief should last no more than 30 minutes.

This session will be to gather information on the following:

* The mechanics of the exercise and how well these worked
* To gather learning from the participant activity that took place during the day. The results of this will be used to shape the exercise report.

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# Evaluator reports

An evaluation report template is provided for you (2.10). You are requested to submit this to the exercise manager by 18 September 2013 so your comments can be reviewed and incorporated into material for the exercise debrief on 23 September 2013.

# POST- Exercise debrief

Your report will help to shape the content of the exercise debrief on 23 September 2013. Details of this debrief will be sent to all participants separately. The cold debrief will enable participants to form a considered view of the exercise and how effective the plans and procedures were. This session will aim to identify lessons and provide feedback to inform the final report.

# Summary of key dates

The timetable below shows the key dates for the evaluation programme. Detailed timings for the exercise day are contained in the Participant Briefing (2.7)

The draft schedule for the production of the report is as follows:

| Date | Activity |
| --- | --- |
| 16:30 10 September 2013 | Participants and Evaluators hot de-brief |
| 12:00 18 September 2013 | Evaluators submit their reports to Veronica Nelson |
| 23 September 2013 | Post Exercise Evaluation Workshop (Draft Report) |
| w/c 21 October 2013 | Submission of Final Report |

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# Contact details

Your participation and support for Exercise Artemis is greatly appreciated. Should you require further support or clarification please contact the exercise manager in the first instance.

Exercise Manager - Public Health England (UK)

Evaluation Documentation

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| Evaluation Instruction | 2.9 |
| Control Staff Evaluation report template | 2.10 |
| Player Evaluation Workbook and Hot Debrief Form | 2.11 |