**DR14 Evaluation Observation Template**

*The exercise objectives are central for evaluating the exercise as they describe its expected outcomes. With clear, concise and precise objectives, evaluation criteria can be determined. This template can be used for the evaluation of key functions/operations during a drill.*

*Functions that can be evaluated during a drill include but are not limited to: surveillance (i.e. capturing initial information, either through rumours or through formal channels) and reporting; contact tracing; rapid response team capacity; case management at healthcare centres; case management at EOC(s); infection prevention and control; disinfection and waste management; risk communications; engagement of communities; coordination at national and sub-national (intermediate) levels; etc.*

*Operations that can be evaluated during a drill include but are not limited to donning and doffing of personal protective equipment (PPE); preparation of chlorine solution; collection and handling of blood samples (pre-analytic phase); terminal disinfection and waste management at healthcare centres; vehicle disinfection; burials; data management, analysis and interpretation; reporting; contact listing; contact investigation; etc.*

## Template

Title: Evaluation for [**NAME**] drill

[**COUNTRY**]

Date of exercise: [**DD/MM/YYYY**]

Function/operation: [**NAME OF FUNCTION/OPERATION THAT IS EVALUATED**]

N.B.  Tick relevant box at right (Y= Yes P= Partially N= No)

|  |  |  |  |
| --- | --- | --- | --- |
| **Observations** |  |  |  |
| Were the infrastructure, systems, organogram and team(s) (composition and roles and responsibilities) effective for the function/operation being evaluated?Comment: | Y | P | N |
|  |
| Were there procedure(s) and protocol(s) relevant to the function/operation? Was it/were they effective? Was it/were they followed? Comment: | Y | P | N |
|  |
| Was the coordination and communication between members of the team(s) clear and effective?Comment: | Y | P | N |
|  |
| Did the actual outcomes match the expected outcomes? Please relate to specific outcomes.Comment: | Y | P | N |
|  |
| General comments: |