

## **TASK 5: ASSIGN AND CONFIRM EVALUATORS**

### **Description**

The RAC Chair determines the number of evaluators and expertise needed and makes assignments of evaluators to response organizations and exercise objectives.

### **Milestone**

This task is completed 45 days before the exercise.

### **References**

44 CFR Part 350; 10 CFR Part 50; NUREG-0654.

### **Products**

List of evaluator names, employing agencies, and their specific assignments in terms of response organizations and exercise objectives.

### **Guidance**

The RAC Chair should recruit evaluators for all FEMA-evaluated exercises and drills subject to the following.

- o At least one evaluator should be assigned to each of the following organizations: State and county Emergency Operations Center(s) (EOC), State health agency, joint information center or equivalent, other locations where State and/or county officials have significant emergency functions, and all subcounty jurisdictions (e.g., cities, boroughs, towns, townships, and villages). However, if resources are limited and evaluators cannot be provided for all subcounty jurisdictions, then FEMA Headquarters should be notified. In such cases, the number of evaluators may be reduced, but not below the threshold of providing evaluators for at least one-third of the subcounty jurisdictions. The number of evaluators assigned to each jurisdiction should be commensurate with the number and extent-of-play of objectives being demonstrated.

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- o In some cases, it may be necessary to assign an evaluator to more than one subcounty jurisdiction. However, an evaluator should not be assigned to more than two subcounty jurisdictions. In such situations, players should not be told prior to the exercise which jurisdictions will be evaluated by FEMA. The evaluators may be assigned to specific jurisdictions or they may be permitted to rotate from one jurisdiction to another, not to exceed two jurisdictions.
- o The RAC Chair or designee should ensure that all evaluators have attended the REP exercise evaluation course offered by FEMA's Emergency Management Institute.

In cases where State and local governments choose to participate on an annual basis at a given site, FEMA may evaluate such exercises, if requested by the participating OROs, and if FEMA resources are available.

**Assignments for evaluators.** Assignments for offsite evaluators are made by the RAC Chair or his or her designee. Evaluators may be assigned to evaluation teams headed by a team leader. The function of the team leader is to coordinate evaluator activities including: assign evaluator locations, brief evaluators on exercise scenario and extent-of-play agreements, arrange pre-exercise visits to assigned locations, distribute evaluator assignment packets, instruct evaluators on the use of REP Exercise Evaluation Methodology Evaluation Forms and Narrative Summaries, and debrief team members prior to departure.