

THE EXERCISE EVALUATION INSTRUMENT: PERFORMANCE EVALUATIONS

A Performance Evaluations is a evaluation methodology consisting of a series of modules developed to facilitate evaluation of the performance of participating Emergency Response Agencies on 8 major exercise goals, supporting objectives & methodologies derived largely from the guidance contained in the documents mentioned in the reference section.

The modules include evaluation forms which are structured to enable *evaluators* to gather information on the performance of participating Emergency Response Agencies for each objective demonstrated at a particular location.

Each performance evaluation form contains a goal, several objectives and the criteria for determining whether an objective is met.

Once completed, the evaluation forms provide a composite set of data and information on the overall performance of all participating Emergency Response Agencies on each demonstrated objective. These forms can also be reassembled to provide the foundation for an evaluation of the overall performance of all participating Emergency Response Agencies on each of the demonstrated goals, objectives & methodologies. The performance evaluation forms has been designed as both a companion to the FDNY Exercise Evaluation Manual and as a stand alone evaluation instrument. As a companion to the FDNY Exercise Evaluation Manual the performance evaluation forms are used as a data gathering instrument by *evaluators* for the explicit purpose of collecting data that can be used to assess the performance of participating Emergency Response Agencies in the context of 8 standard exercise goals, their objectives & methodologies and their associated evaluation elements. As a stand alone document the performance evaluation form provides a means for the collection of data on the performance of Emergency Response Agencies and the compilation of a descriptive account of this performance.

Performance Evaluation Form Structure

There are several types of questions on the evaluation forms.

Type 1 The 'Yes, No, N/A, N/O or TIME' Question

One type of question is requires a "YES, No, N/A, N/O, or TIME" response on the part of the *evaluator*. An *evaluator* should answer the question based on the following guidelines:

- "Yes" indicates a positive response based on actual observation.
- "No" indicates a negative response based on actual observation.
- "N/A" stands for 'not applicable' and should be used to designate that the indicated activity or function was agreed to not be demonstrated or is not applicable by an organization (either because the organization is not responsible for the activity or function under its emergency plan and procedures or scenario events did not require the organization to demonstrate the activity or function).
- "N/O" stands for "not observed". It may mean either that the activity did not occur or that it occurred but the *evaluator* did not observe it.

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- "TIME" indicates when a particular activity demonstration occurred at the location being evaluated.

Type 2. The Checklist Question

A second type of question is a checklist. These questions require the evaluator to indicate what items or systems were present at a particular location.

Type 3. The Direct Response Question

A third type of question is the direct response question, such as "specify the Emergency Response Agencies with which this assigned group communicated." Typically, these questions often require only a few words or phrases, however, in some cases, a detailed essay may be necessary.

Type 4. The 'Sub Point of Review' Question

Some of the "points of review" are followed by sub-points that require the evaluator to explain any negative assessments of performance. In responding to the questions posed by these sub-points, evaluators should describe their observations of demonstrated performance and provide documentation, if available.

Agency Phone Numbers & Contacts

Police Department

(currently covers Mayor's Office of Operations, Office of Emergency Management & Emergency Control Board)

Police Department Operations	212	374-5580
Mayor's Emergency Control Board	212	374-5500
Mayor's Press Office	212	566-5090

Fire Department	718	403-1580
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Department of Environmental Protection	212	566-1235
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Health Department Poison Control Center	212	340-4494
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US Coast Guard	212	668-7055
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NYS Dept. of Environmental Conservation	800	457-7362
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American Red Cross	212	870-8854
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1.0 The Goal of Notification

OBJECTIVE 1.1: INITIAL NOTIFICATION OF RESPONSE AGENCIES AND RESPONSE PERSONNEL (the ability to notify agencies and to mobilize emergency response personnel.)

Intent This objective provides a framework for the evaluation of an FDNY's ability to notify and mobilize designated response personnel from agencies of the City of New York.

	yes	no	n/a	n/o	Time
Was this Objective Met	___	___	___	___	___
Evaluator Signature					Date _____

Criteria:

- 1.1.1 Did the FDNY responsible party demonstrate the knowledge and skills necessary and have the ability to receive a notification of a Incident/Accident? (record time of notification)
 yes no n/a n/o time
 _____ _____ _____ _____ _____
- 1.1.2 Did the FDNY responsible party demonstrate the knowledge and skills necessary to accurately notify the Fire Department regarding the occurrence of a Incident/Accident? (record time of notification)
 yes no n/a n/o time
 _____ _____ _____ _____ _____
- 1.1.3 Did the FDNY responsible party demonstrate the knowledge and skills necessary to notify the Police Department regarding the occurrence of a Incident/Accident? (record time of notification)
 yes no n/a n/o time
 _____ _____ _____ _____ _____
- 1.1.4 Did the FDNY responsible party demonstrate the knowledge and skills necessary to notify Department of Environmental Protection regarding the occurrence of a Incident/Accident? (record time of notification)
 yes no n/a n/o time
 _____ _____ _____ _____ _____
- 1.1.5 Did the FDNY responsible party demonstrate the knowledge and skills necessary to notify Emergency Medical Services regarding the occurrence of a Incident/Accident? (record time of notification)
 yes no n/a n/o time
 _____ _____ _____ _____ _____

Explanation:

By meeting all of the criteria, the FDNY is demonstrating the capability to mobilize New York City's Emergency Response assets upon receipt of Notification of a Incident/Accident. It is demonstrating the capability to contact all agencies promptly via use

of a telephone call-down, pagers, or radios to inform them of the existence of a Incident/Accident and to direct them to report to the emergency location.

<p>OBJECTIVE 1.2: INITIAL <u>NOTIFICATION</u> OF LEVEL OF RESPONSE (the ability to recognize the level of response necessary to successfully handle the incident.)</p> <p><u>Intent</u> The response organization should demonstrate the availability and use of procedures that link the number and types of personnel to be mobilized to the appropriate level of response to the situation. It should demonstrate the capability to secure the arrival of the mobilized personnel at their duty stations.</p>					
Was this Objective Met	yes	no	n/a	n/o	Time
	_____	_____	_____	_____	_____
Evaluator Signature	_____				Date _____

Criteria:

1.2.1 Did the FDNY responsible party demonstrate the knowledge and skills necessary to refer to a designated incident level describing the general characteristics of a emergency resulting from a Incident/Accident of a hazardous material? (This is based upon FDNY 10-80 codes)

yes no n/a n/o time

1.2.2 Did the FDNY responsible party demonstrate the knowledge and skills necessary to refer to the incident as: "an incident or threat of a release which can be controlled by the first responders at the operational level from all agencies and does not require evacuation of other than the involved structure or immediate area?"

(10-80 Code 1:)

yes no n/a n/o time

1.2.3 Did the FDNY responsible party demonstrate the knowledge and skills necessary to refer to the incident as: "an incident involving a greater hazard or larger area which poses a potential threat to life, environment & property, and which may require a limited evacuation of the surrounding area?" (10-80 Code 2:)

yes no n/a n/o time

1.2.4 Did the FDNY responsible party demonstrate the knowledge and skills necessary to refer to the incident as: "an incident involving a severe hazard or a large area which poses an extreme threat to life environment & property and will probably require a large scale evacuation; or an incident requiring the expertise or additional resources beyond those committed to a 10-80 Code 2 ?

yes no n/a n/o time

<p>OBJECTIVE 1.3: COMMAND AND CONTROL THE INCIDENT COMMANDER (the ability to direct, coordinate, and control emergency response activities through operations of an <u>Incident Command System</u> (ICS) and other command and control structures.)</p> <p><u>Intent</u> This objective is to provide an effective emergency response based upon the cooperative efforts of involved response Emergency Response Agencies of the City of New York following established principles in emergency management concerning command and control of emergency response operations. This is a mandatory regulatory requirement of <u>29 CFR 1910.120</u> and <u>40 CFR Part 311</u> concerning the utilization of a site-specific <u>Incident Command System</u>.</p>					
Was this Objective Met	yes	no	n/a	n/o	Time
	___	___	___	___	___
Evaluator Signature	_____				Date _____

Criteria:

1.3.1 Did the agencies demonstrate the knowledge and skills necessary to establish and manage an Incident Command Post at the Incident/Accident site?

yes no n/a n/o time

1.3.2 Did the agencies demonstrate the knowledge and skills necessary to establish coordination between the Incident/Accident site and the command and control structures of the Interagency Command Post?

yes no n/a n/o time

1.3.3 Did the Interagency Command Post demonstrate the knowledge and skills necessary to coordinate between the Incident/Accident site and the command and control structures of the Emergency Operating Center at 1 Police Plaza?

yes no n/a n/o time

1.3.4 Did the Incident Commander demonstrate the capability to accomplish the establishment of a visible command post in the proper location?(cold zone)

yes no n/a n/o time

1.3.5 Did the Incident Commander establish communications with off-site Emergency Response Agencies and assume responsibility for the management of operations at the Incident/Accident site? (Did the IC identify himself/herself as the incident commander to the dispatcher?)

*(note: This may include one or more assumptions of responsibility as the IC by arriving senior response officials, who assume command and replace lower ranking on-site officials)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

1.3.6 Did the Incident Commander establish an organizational structure for the management of on-scene response operations, including delegation of authority? (Were responding personnel assigned work tasks or directed to a staging area?)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

1.3.7 Did the Incident Commander coordinate with personnel at the Interagency Command Center or other off-site response authorities EOC?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

1.3.8 Did the Incident Commander demonstrate by visible and concrete actions that were readily observable, the issuing of instructions to the management group on response operations?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

1.3.9 Did the Incident Commander coordinate with personnel at the Interagency Command Post or other off-site response authorities at the EOC?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

1.3.10 Did the Incident Commander demonstrate by visible and concrete actions that were readily observable, the issuing instructions to the management group on response operations?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

1.3.11 Did the Incident Commander demonstrate by visible and concrete actions that were readily observable, directions on adherence to the emergency response plan by all agencies?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

1.3.12 Did the Incident Commander demonstrate by visible and concrete actions that were readily observable, coordinate with and disseminate information to Interagency Command Post?

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

1.3.13 Did the Incident Commander demonstrate by visible and concrete actions that were readily observable, the ability to resolve conflicts with policies, procedures & protocols?

yes	no	n/a	n/o	time
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_____ _____ _____ _____ _____
1.3.14 Did the *Incident Commander* demonstrate by visible and concrete actions that were readily observable, by providing leadership in decision making in consultation consult with his staff?

yes

no

n/a

n/o

time

<p>OBJECTIVE 1.4: COMMAND AND CONTROL ON SCENE COORDINATOR (Under the direction of or in coordination with the IC, the designated On Scene Coordinator establishes a leadership role with Emergency Response Agencies to provide direction and control to those elements of the overall response for which they are responsible.)</p> <p><u>Intent</u> This objective is to provide that the On Scene Coordinator should demonstrate the capability to provide direction and control to those elements of the emergency who are directed to report to the Interagency Command Post for the purposes of supply resources to the <u>Incident Commander</u></p>					
Was this Objective Met	yes _____	no _____	n/a _____	n/o _____	Time _____
Evaluator Signature	_____				Date _____

Criteria:

1.4.1 Did the Interagency Command Post coordinate between the Incident/Accident site and the command and control structures by notifying the Emergency Operating Center at 1 Police Plaza?

yes no n/a n/o time

1.4.2 Did the On Scene Coordinator demonstrate the capability to accomplish the establishment of an Interagency Command Vehicle in the proper location?(cold zone away from the command post)

yes no n/a n/o time

1.4.3 Did the On Scene Coordinator establish communications with off-site Emergency Response Agencies and assume responsibility for the management of Interagency Command Vehicle?

*(note: This may include one or more assumptions of responsibility as the OSC by arriving senior response officials, who assume command and replace lower ranking on-site officials)

yes no n/a n/o time

1.4.4 Did the On Scene Coordinator delegate authority?
 (personnel assigned work task)

yes no n/a n/o time

1.4.5 Did the On Scene Coordinator coordinate with personnel at the Interagency Command Post or other off-site response authorities, such as EOC?

yes no n/a n/o time

1.4.6 Did the On Scene Coordinator demonstrate by visible and concrete actions that were readily observable, the issuing of instructions to the management group located in the Interagency Command Vehicle?

yes no n/a n/o time

1.4.7 Did the On Scene Coordinator demonstrate by visible and concrete actions that were readily observable, directions on adherence to the emergency response plan by all agencies?

yes no n/a n/o time

1.4.8 Did the On Scene Coordinator demonstrate by visible and concrete actions that were readily observable, coordination with and dissemination of information to the Emergency Operations Center?

yes no n/a n/o time

1.4.9 Did the On Scene Coordinator demonstrate by visible and concrete actions that were readily observable, the ability to resolve conflicts with policies, procedures & protocols?

yes no n/a n/o time

1.4.10 Did the On Scene Coordinator demonstrate by visible and concrete actions that were readily observable, the ability to provide leadership in decision making by consulting with staff?

yes no n/a n/o time

1.4.11 Did the On Scene Coordinator demonstrate by visible and concrete actions that were readily observable, the ability provide needed resources for emergency action?

yes no n/a n/o time

OBJECTIVE 1.5: RESOURCE MANAGEMENT (OEM)
 (Demonstrate the ability to mobilize and manage resources required for emergency response.)

Intent This objective provides a framework for the evaluation of OEM's ability to determine and implement the mobilization of assets and resources required for responding to an incident. This objective focuses on the types and quantities of resources needed and available, mobilizing internal and external resources and managing these resources. OEM determines the types and quantities of resources required by the Incident Commander for response to the incident / accident.

Note: This objective may be demonstrated in the context of an exercise in which the response can be accomplished within a 2 hour period (i.e., in a limited time exercise) or in the context of an exercise in which the response is to be accomplished over a simulated period lasting more than 12 hours and the resources initially mobilized for the response must be replaced or relieved.

	yes	no	n/a	n/o	Time
Was this Objective Met	_____	_____	_____	_____	_____
Evaluator Signature	_____				Date _____

Criteria:

1.5.1 Did OEM effectively mobilize the City of New York's assets and resources in support of site-specific response operations by clearly demonstrating the capability to determine the equipment, supplies, personnel, and expertise based on the response goals & objectives of the Incident Commander and accomplish this task in time to facilitate implementation of the response goals & objectives?

yes no n/a n/o time

1.5.2 Did OEM demonstrate the availability and use of procedures through which the IC can call upon other agencies and the owners and operators of private sector resources, to provide the resources required for response?

Note: OEM should demonstrate that their procedures enabled the OSC and agency representatives to identify the potential sources of the required resources (i.e., equipment, supplies, and personnel) and to contact them promptly upon a determination that their assistance is required?

yes no n/a n/o time

1.5.3 Did OEM demonstrate the capability to confirm that the requested resources are available and that OEM is able to commit them to the IC?

yes no n/a n/o time

1.5.4 Did OEM demonstrate the capability to mobilize resources and deploy the resources to the Incident/Accident site?

Note: The effectiveness of the mobilized resources in the performance of response operations will be considered accomplished if OEM completes the following tasks:

- receives a request for a asset or a resource from the Incident Commander
- contacts the asset or resource and confirms through a follow-up call
- gets the asset or resource to the staging area

yes no n/a n/o time

1.5.5 Did OEM demonstrate the capability to contact State agencies, external private sources of assistance, such as the American Association of Railroads (AAR), and the Federal Government and to request from them the resources that it requires in support of site-specific response operations?

Note: For the purposes of the exercise, this can be demonstrated via calls to actual contacts in participating Emergency Response Agencies. OEM should also demonstrate the ability to provide an up-to-date list of organizational contacts and telephone numbers to facilitate the accomplishment of this activity, even if no calls are actually made to these contacts.

yes no n/a n/o time

Explanation:

The response organization should demonstrate the capability to secure additional resources to replace resources that may be consumed or exhausted during lengthy response operations. In particular, the response organization should demonstrate the capability to staff critical positions on a 24-hour day basis for as long as necessary to support emergency operations. This can be demonstrated through the mobilization and functioning of a second shift.

OBJECTIVE 1.6: COMPLIANCE WITH MAYORAL DIRECTIVE					
(Demonstrate the ability to comply with the notification portions of the Mayoral Directive)					
<u>Intent</u> This objective provides a framework for the evaluation of each Emergency Response Agency's ability to implement the notification segments of the Mayoral Directive 82/2 revised 1986					
<u>Note:</u> This objective may be demonstrated by getting copies of the agency's communications / incident histories and examining the documents to determine if the notifications were accurately made and in a timely manner					
Was this Objective Met	yes	no	n/a	n/o	Time
	___	___	___	___	___
Evaluator Signature	_____				Date _____

Criteria:

1.6.1 Did the OEM Representative demonstrate the knowledge and skills necessary to make the following notifications?

1.6.1.1	Police Department Operations (Mayoral Directive Sec.1.b, h)				
yes	no	n/a	n/o	time	
___	___	___	___	___	___

1.6.1.2	Emergency Medical Services (Mayoral Directive Sec.1.d)				
yes	no	n/a	n/o	time	
___	___	___	___	___	___

1.6.1.3	Department of Environmental Protection (Mayoral Directive Sec.1.f)				
yes	no	n/a	n/o	time	
___	___	___	___	___	___

1.6.2 Did the Police Department demonstrate the knowledge and skills necessary to make the following notifications?

1.6.2.1	Police Department Operations (Mayoral Directive Sec. 2.c)				
yes	no	n/a	n/o	time	
___	___	___	___	___	___

1.6.2.2	Fire Department (Mayoral Directive Sec. 2.d)				
yes	no	n/a	n/o	time	
___	___	___	___	___	___

1.6.2.3	Mayor's Emergency Control Board (Mayoral Directive Sec. 2.e)				
yes	no	n/a	n/o	time	
___	___	___	___	___	___

1.6.2.4	Dept. of Environmental Protection (Mayoral Directive Sec. 2.g)				
yes	no	n/a	n/o	time	
___	___	___	___	___	___

Fire Department City of New York

1.6.2.5	Health Dept. Poison Control Center (Mayoral Directive Sec. 2.h)			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
1.6.2.6	Department of Sanitation (Mayoral Directive Sec. 2.i)			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
1.6.2.7	US Coast Guard (Mayoral Directive Sec. 2.j)?			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
1.6.2.8	American Red Cross (Mayoral Directive Sec. 2.j)			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
1.6.2.9	New York State Department of Environmental Protection (Mayoral Directive Sec. 2.j)			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
1.6.3	Did the Department of Environmental Protection demonstrate the knowledge and skills necessary to make the following notifications?			
1.6.3.1	Police Department Operations (Mayoral Directive Sec. 4.a)			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
1.6.3.2	CHEMTREC (Mayoral Directive Sec. 4.e)			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
1.6.3.3	OEM (Mayoral Directive Sec. 4.g)			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
1.6.3.4	OSC (MD 4.h)			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
1.6.3.5	Private Clean up Contractors (Mayoral Directive Sec. 4.j)			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
1.6.3.6	US EPA (Mayoral Directive Sec. 4.l)			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____
1.6.3.7	US Coast Guard (MD 4.l)?			
yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

Fire Department City of New York

1.6.3.8 Interstate Sanitation Commission (Mayoral Directive Sec. 4.1)

yes no n/a n/o time

1.6.3.9 New York State Department of Environmental Protection (Mayoral Directive Sec. 4.1)

yes no n/a n/o time

1.6.4 Did the Fire Department demonstrate the knowledge and skills necessary to make the following notifications?

1.6.4.1 Police Department Operations (Mayoral Directive Sec. 5.a)

yes no n/a n/o time

1.6.5 Did the Department of Sanitation demonstrate the knowledge and skills necessary to make the following notifications?

1.6.5.1 Police Department Operations (Mayoral Directive Sec. 6.a)

yes no n/a n/o time

1.6.6 Did the Department of Health demonstrate the knowledge and skills necessary to make the following notifications?

1.6.6.1 Police Department Operations (Mayoral Directive Sec. 7.a)

yes no n/a n/o time

1.6.7 Did the Department of Transportation demonstrate the knowledge and skills necessary to make the following notifications?

1.6.7.1 Police Department Operations (Mayoral Directive Sec. 8.a)

yes no n/a n/o time

1.6.8 Did the Emergency Medical Services demonstrate the knowledge and skills necessary to make the following notifications?

1.6.8.1 Police Department Operations (Mayoral Directive Sec. 9.a)

yes no n/a n/o time

OBJECTIVE 1.7: ALERT AND NOTIFICATION OF THE PUBLIC
 (Demonstrate the ability to signal an alert and to provide emergency Notifications containing information and instructions to the public.)

Intent This objective is derived from NRT-1, Planning Element C, Response Function 4: Warning Systems and Emergency Public Notification. This objective provides a framework for the evaluation of an organization's ability to promptly alert and notify the public in the event of a hazardous material Incident/Accident. This objective focuses on the following:

- activating the warning system to alert the public providing emergency information and instructions to the public alerting and notifying the general public with special needs

	yes	no	n/a	n/o	Time
Was this Objective Met	___	___	___	___	___
Evaluator Signature	_____				Date _____

Criteria:

1.7.1 Did the Mayor's Press Office issue a directive to activate any public alert system ?
 (Mayoral Directive Sec.10.a)

Note: The Mayor's Press Office should demonstrate the capability to accomplish alert and Notification once it has been determined that a Incident/Accident poses a threat to the population and that they need to be alerted and notified. It should demonstrate that this can be accomplished within a time frame that ensures that the public can be notified of protective actions before such actions need to be taken.

yes	no	n/a	n/o	time
___	___	___	___	___

1.7.2 Did the Mayor's Press Office disseminate Notification messages which provide information and instructions concerning the Incident/Accident ?(i.e., specific instructions to the public on protective actions to taken) (Mayoral Directive Sec.10.a)

Note: The Emergency Response Agency demonstrates the capability to select appropriate pre-scripted EBS messages or other Notification messages or to compose ad hoc messages that provide the public with accurate and timely information and instructions.

yes	no	n/a	n/o	time
___	___	___	___	___

1.7.3 Did the Mayor's Press Office demonstrate the capability to provide alert and Notification to members of the general public with special needs? (Mayoral Directive Sec.10.a)

yes	no	n/a	n/o	time
___	___	___	___	___

Explanation:

The Emergency Response Agency should demonstrate the capability to activate the public alert system and to provide emergency instructions and information to the public via the EBS and other planned means such as Route Alerting.

In most hazardous material emergencies, the Mayor's Press Office operates within very tight time constraints, which require very rapid alert and Notification activities. This means that most response Emergency Response Agencies of the City of New York need the capability to select and modify appropriate prescribed Notification messages. The Emergency Response Agency should demonstrate the capability to disseminate messages that contain accurate information about the Incident/Accident describe protective actions clearly and succinctly instruct the listener on the actions to be taken identify the, affected areas (recognizable landmarks, route numbers, etc.) emphasize the importance of taking these actions as promptly as possible

Emergency Response Agencies of the City of New York should demonstrate the capability to provide alert and Notification to members of special population groups (e.g., hearing impaired, visually impaired, mobility impaired, etc.) who may not be capable of receiving the alert and Notification signals provided to the general public. Emergency Response Agencies of the City of New York should demonstrate the capability to accomplish alert and Notification through alternate means such as tone alert radios, telecommunication devices for the deaf, and the use of a human network.

OBJECTIVE 1.8: EMERGENCY INFORMATION - MEDIA
 (Demonstrate the ability to coordinate the development and dissemination of clear, accurate, and timely information to the media.)

Intent This objective is derived from NRT-1, Planning Element C, Response Function 5: Public Information/Community Relations. This objective provides a framework for the evaluation of an organization's ability to develop and disseminate information to the public in the event of a hazardous material Incident/Accident.

	yes	no	n/a	n/o	Time
Was this Objective Met	_____	_____	_____	_____	_____
Evaluator Signature	_____				Date _____

Criteria:

1.8.1 Did the Mayor's Press Office provide information to the media in a coordinated manner consistent with provisions for the release of time-sensitive information? (Mayoral Directive Sec.10.a)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

1.8.2 Did the Mayor's Press Office demonstrate the capability to provide information in language that is understandable to the media that avoids the use of unexplained technical jargon? (Mayoral Directive Sec.10.a)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

1.8.3 Did the Mayor's Press Office demonstrate the capability to provide information on protective action recommendations? (Mayoral Directive Sec.10.a)

yes	no	n/a	n/o	time
_____	_____	_____	_____	_____

Explanation:

The Emergency Response Agency should demonstrate the capability to establish and use a primary information Facility, often referred to as a "Media Center," where principal Emergency Response Agencies of the City of New York can coordinate their activities and interact with the media. The Emergency Response Agency should demonstrate that they have a single designated spokesperson with access to all necessary information and technical staff. It should demonstrate the capability to respond to telephone inquiries from the media.