

Exercise Objective Development Checklist

Item	Criteria	Yes/No
A. Wording:		
1.	Does each objective state (or clearly imply) the condition under which the action is to be performed?	
2.	Does each objective state the performance or action expected of the responders during an emergency?	
3.	Does each objective state observable performance (e.g., staff, activate, establish)?	
4.	Is each objective free from ambiguous and vague terms (e.g., knows about, understands, works with, performs the duties of, exercises, etc.)?	
5.	Is each objective written in active voice using the present verb tense?	
6.	Is each objective written in as few words as possible to convey the expected action and results?	
7.	Is the scope of each objective neither too broad nor too narrow? (e.g., it is written at the task level where it can easily be broken down into multiple steps yet is focused on the performance of one responder or a team of responders.)	
8.	Is each objective measurable?	
9.	Does the objective state the standard by which the objective is to be evaluated?	
10.	If the objective's standard cites a reference (e.g. "in accordance with procedure XYZ") instead of stating the criteria in the objective, are the criteria for performance identifiable in the reference?	
B. Master Objectives List		
1.	Does the complete set of objectives in the Master Objectives List cover the entire Emergency Response Organization?	
2.	<p>Are the objectives in the Master Objective List categorized or grouped according to one of the following methods?</p> <ul style="list-style-type: none"> - function (notification, consequence assessment, protective actions, etc.) - relationship to DOE site/facility - organization (Operating Contractor, ops office, state, local org., etc.) - geographical area (e.g., event scene, facility) - a combination of two or more of the above methods 	

Exercise Objective Development Checklist

Item	Criteria	Yes/No
3.	Are objectives that focus on exercise development and conduct kept separate from actual performance objectives?	
4.	Does the master objective list document validation of the Emergency Management Program elements over a multi-year period?	
<i>C. Exercise Specific</i>		
1.	Is there at least one objective in the Exercise Package for each participating organization that is being evaluated?	
2.	Are the objectives for each organization consistent with or complementary to the objectives of other organizations?	
3.	Can each objective be inserted into the exercise scenario?	
4.	Is the numbering consistent between the Master Objectives List and the Exercise Package?	