

**CACP/Motorola Award
For Excellence in Emergency Preparedness
Scoring Guidelines**

The two awards recognize programs and/or exercises that are either federal/provincial/territorial or municipal in nature. There can be two winners in each category and the recipients will be invited to an awards ceremony at the CACP annual conference. The same organization(s) can be recognized for their excellence in both the Emergency Preparedness Program and the Emergency Response Exercise.

Emergency Preparedness Program

Program Goals

- *Development and implementation of unique strategies and/or programs within the last five years on emergency management and preparedness to keep citizens safe in both natural and man made emergencies.*
- *Enhancement of communications within and cooperation among agencies.*
- *Continual improvement of services to the community.*
- *Increased awareness and promotion of community participation.*
- *Effective use of resources.*

Scoring

Each application will be scored on a scale of 0-10 with 10 being the highest score for each of the program goals. The scores will be based on the submission provided with the application and any additional supporting information.

The judges will determine whether an application becomes invalid if the stated goals above or the criteria on the application form are not met. For instance, if the applicant is not a member of any of the associations, they are simply not eligible. However, not meeting a few of the other goals may not

be enough for the application to be ineligible, but could certainly impact the score.

Emergency Response Exercise

Program Goal

Ensure complete success of any exercise irrespective of agency size or community served. Success includes not only exercise planning and implementation but also the experience gained and lessons learned from the practice. The quality of the documentation created will also ensure results of the exercise lead to success during a real incident.

Key Areas

- *Overview of the exercise including: a description of the community; information on each participating organization; outline of hazards in the community; and resources available (both human and equipment).*
- *Exercise documentation including: previous exercise history; exercise type and scenario(s); goals and objectives; master scenario events list; and communications protocols (internal and external); and event handbooks.*
- *Exercise supporting documentation including: report on successes and improvements from previous exercises applicable in current exercise and report on successes and improvement from current exercise.*

Documentation Components

01) Application form

- a. Name of Community / Organisation
- b. Name of Executive Director / Organiser
- c. Contact information
- d. Reason for application

02) Description of Community / Organisation hosting exercise

- a. Community / Organisation information
- b. Presentation of Hazards in Community / Organisation
- c. Population
- d. Resources available
 - 1. Human
 - 2. Material

03) Exercise documentation

- a. Previous Exercise history / Exercise program
- b. Type and scenario
- c. List of participants
- d. Goals and objectives
- e. Master Scenario Events List
- f. Communication protocols
 - 1. internal
 - Staff
 - Dispatch
 - 2. external
 - Public
 - Media
- g. Player / Facilitator / Controller / Evaluator handbooks

04) Exercise supporting documents

- a. Report on successes and improvements from previous exercises applicable in current Exercise
- b. Report on successes and improvement from current exercise

Scoring

Each application will be scored on a scale of 0-10 with 10 being the highest score for each of the program goals below. The scores will be based on the results provided with the application and additional supporting information.

The judges will determine whether an application becomes invalid if the stated goal is not met, the required documentation is not provided, or the criteria on the application form are not met. For instance, if the applicant is not a member of any of the associations, then they are simply not eligible. However, not meeting a few of the other criteria may not be enough for the application to be ineligible, but could certainly impact the score.