

CAA Avalanche Incident Management

Evaluation Process and Guidelines

Goal

The goal of the evaluation process is for participants to demonstrate a comprehensive understanding of the application of Avalanche Incident Management (AIM) curriculum in real world environments. Participants will incorporate AIM concepts and best practices into their organization's Avalanche Response Plan.

Structure

The course evaluation will be based on the development of a written reflection containing responses pertaining to Avalanche Response Plan components specific to your operation. The development of this written reflection will take place following the classroom portion of the course.

The assignment must be submitted by email to the Canadian Avalanche Association (CAA) office and AIM Course Leader as an electronic PDF. All assignments must be received 2 weeks following the last day of the classroom-based AIM course. The electronic PDF copy can be emailed to the ITP Manager (egrady@avalancheassociation.ca), as well as your Course Leader (name and email will be provided on the course).

Late Assignments: Assignments received after the 3-week deadline will receive a 2% penalty for every day past the due date. No exceptions.

Appeals/Disputes: Participants who wish to appeal/dispute their marks must do so within three weeks of the release of the marks from the CAA office.

Guidelines for Assignment

Participants are to write an approximately 5.5 - 6 pages (about 2000 words) response to a series of reflective questions, using 12-point font with 1.5-line spacing. The intent of this assignment is to give you the opportunity to demonstrate your application of the course concepts to your operation's avalanche response plan. The audience you are writing for is familiar with standard avalanche terminology, the Incident Command System, and AIM concepts. Your response is confidential amongst the participants and evaluators.

Relevant resources to assist you in responding to the reflective questions are included with each section.

Command and Control

1. Present your organization's command and control structure.
 - a. Provide an organizational chart.
 - b. Provide a brief explanation of your organization's command and control structure.

2. Provide a comparison of your organization's command and control structure in relation to the command and control structures discussed in class.
 - a. How does it compare to the charts covered in class?
 - b. How can it be improved or changed to incorporate best practices?
3. Provide an analysis of your organization's command and control structure in relation to your organization's needs.
 - a. Does your plan meet the needs of your organization?
 - b. How can it be improved or changed to better support your organization's needs?
4. Provide an analysis of your organization's command and control structure in relation to clarity of roles and responsibilities.
 - a. How does your organization's command and control structure clarify roles and responsibilities?
 - b. How do you know who is in command?
 - c. What is the process of switching who is in command?
 - d. How can it be improved or changed to better clarify roles and responsibilities?

Relevant Resources:

- Course manual pages 8, 10, 55-71

Communications

1. Present your organization's communications plan/structure.
2. Provide an analysis of your organization's communications plan/structure in relation to the communications plans discussed in class.
 - a. How does it compare to the communications plans/structures discussed in class?
 - b. How can it be improved or changed to incorporate best practices?
3. Provide an analysis of your organization's communications plan/structure in relation to practice.
 - a. How does your communications plan/structure ensure that all communications are captured?
 - b. How does the communications plan/structure allow your organization to track human and physical resources and track subjects?
 - c. How does the communications plan/structure help or hinder completion of an investigation at the end?
 - d. How does the communications plan/structure help or hinder your organization's ability to communicate risk within the operation?

Relevant Resources:

- Course manual pages 18, 25-33, 93

Team Mobilization

1. Present the operations system/flow chart structure for determining the appropriate level of response to an incident.
2. Provide an analysis of your organization's operations system/flow chart structure in relation to the operations systems discussed in class.

- a. How does it compare to the operations systems/flow chart structures discussed in class?
 - b. How can it be improved or changed to incorporate best practices?
3. Provide an analysis of your organization's operations system/flow chart structure in relation to practice.
 - a. What are the trigger points/determining factors for your organization to decide its level of response?
 - b. How does your organizations operations system/flow chart structure enable the organization to effectively respond?
 - c. How does your organization's assessment vary from operations in another sectors of industry?
 - d. What does your organization do to ensure outside resources understand what is expected and what the roles and responsibilities are?

Relevant Resources:

- Course manual pages 17-18, 22-27, 72-79

Marking

Marking begins directly after assignments are submitted. In some cases, a second evaluator will review the assignment to ensure consistency in marking. The grading rubric found in *Appendix B* will provide more details to the marking process.

Furthermore,

- An overall mark of 71% or greater is needed to pass;
- If the assignment is not passed, then a retest can be conducted*. Please refer to the CAA Retest Policy online for details on how to coordinate a retest and the fees associated with that process.
 - If this retest is also failed, then the student must retake the AIM course in its entirety at the student's expense.
- In case of disagreement, the student must submit his/her appeal to the CAA ITP Program Manager within three weeks of the release of the marks from the CAA office.

*retest fees apply as outlined in the Retest Policy.

(Found under CAA Policies and Retest Fees:

www.avalancheassociation.ca/?page=Student_Resources)

Appendix B: Marking Scheme for the Report

CAA Avalanche Incident Management Rubric

Student's Name: _____

Content Categories

	DACUM Alignment	Excellent (8.6-10.0)	Satisfactory (7.1-8.5)	Requires Improvement (5.0-7.0)	Does not meet Requirements (<5.0)
Suitability of Content (12.5)		Follows assignment guidelines and chooses content that demonstrates application of AIM concepts and language. Demonstrates AIM.	Mostly follows assignment guidelines. Generally demonstrates AIM concepts & language with minor errors. Generally demonstrates AIM.	Deviates somewhat from the assignment guidelines. Inconsistently demonstrates AIM concepts & language. Demonstrates AIM to a limited degree	Does not follow assignment guidelines significantly. Consistently misapplies AIM concepts and language. Does not demonstrate AIM.
Command & Control (25%)	A1, A2, A3	Provides a clear analysis of the organization's command and control structure in relation to roles and responsibilities, organizational needs, and best practices. Incorporates the concepts of Incident Command System, inter-agency/organization relationships, and roles and accountabilities of stakeholders appropriately.	Provides a fairly clear analysis of the organization's command and control structure in relation to roles and responsibilities, organizational needs, and best practices with minor omissions or errors in analysis. Incorporates the concepts of Incident Command System, inter-agency/organization relationships, and roles and accountabilities of stakeholders but may be incomplete or slightly inaccurate.	Incomplete analysis of the organization's command and control structure in relation to roles and responsibilities, organizational needs, and best practices. Incorrectly applies or omits some of the concepts of Incident Command System, inter-agency/organization relationships, and roles and accountabilities of stakeholders.	Vague, unclear, or absent analysis of the organization's command and control structure in relation to roles and responsibilities, organizational needs, and best practices. Omits some or all of the concepts of Incident Command System, inter-agency/organization relationships, and roles and accountabilities of stakeholders.
Communications (25%)	B3, B4, B5, B6, C1, C2, C3, C4, D1, D2, D3	Provides a clear analysis of the organization's communications plan/structure in relation to practice and best practices. Clearly describes the process of developing AvSAR pre-plans, effectively supporting operations, and coordinating information.	Provides a fairly clear analysis of the organization's communications plan/structure in relation to practice and best practices with minor omissions or errors in analysis. Describes the process of developing AvSAR pre-plans, effectively supporting operations, and coordinating information with some omissions or inaccuracies.	Incomplete analysis of the organization's communications plan/structure in relation to practice and best practices. Significant omissions or inaccuracies in describing the process of developing AvSAR pre-plans, effectively supporting operations, and coordinating information.	Vague, unclear, or absent analysis of the organization's communications plan/structure in relation to practice and best practices. Omits some or all of the following: describing the process of developing AvSAR pre-plans, effectively supporting operations, and coordinating information.

<p>Team Mobilization (25%)</p>	<p>A1, A2, B1, B2</p>	<p>Provides a clear analysis of the organization's operations system/flow chart structure for determining the appropriate level of response to an incident, in relation to practice and best practices. Clearly describes the process of determining the appropriate level of response and developing effective inter-agency/organization relationships.</p>	<p>Provides a fairly clear analysis of the organization's operations system/flow chart structure for determining the appropriate level of response to an incident, in relation to practice and best practices with minor omissions or errors in analysis. Describes the process of determining the appropriate level of response and developing effective inter-agency/organization relationships with some omissions or</p>	<p>Incomplete analysis of the organization's operations system/flow chart structure for determining the appropriate level of response to an incident, in relation to practice and best practices. Significant omissions or inaccuracies in describing the process of determining the appropriate level of response and developing effective inter-agency/organization relationships.</p>	<p>Vague, unclear or absent analysis of the organization's operations system/flow chart structure for determining the appropriate level of response to an incident, in relation to practice and best practices. Omits some or all of the following: describing the process of determining the appropriate level of response, developing effective inter-agency/organization relationships.</p>
<p>Writing & Grammar (12.5%)</p>		<p>Key messages are clear to the reader and communicated in a thorough but succinct manner. Figures and images are easy to read, clearly labeled, and relevant. Contains no spelling, grammar or punctuation errors.</p>	<p>Key messages are fairly clear to the reader. Most figures and images are easy to read, clearly labeled, and relevant. There are very few spelling, grammar, or punctuation errors.</p>	<p>Key messages are unclear. Figures and images may not be readable, clearly labeled or relevant. There are some spelling, grammar, or punctuation errors. Contains some fragmented or run-on sentences, unclear modifiers, or errors in</p>	<p>Key messages are missing. Figures or images that would improve some sections are not useful or relevant and may be absent. Contains several spelling, grammar, and punctuation errors. Contains many fragmented or run-on sentences, unclear modifiers, or errors in</p>
	<p>Instructor Comments/Feedback:</p>				

Final Mark: ____/100

Date Marked: _____ **Evaluator's Signature:** _____