

## **Functional Exercise #2**

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### How to Use This Document

This document provides exercise Facilitators with all information and materials needed to plan, conduct, and evaluate an exercise. Do the following:

1. Read through the entire exercise and supporting materials.
2. Decide how to localize the scenario in a way that reflects likely challenges in your community and tests your CERT members' skills and techniques.
3. Familiarize yourself with the flow of the exercise by thoroughly reviewing the Facilitator Guidelines. Use these guidelines to conduct the exercise.
4. Make copies of the supporting documents for participants. See the Appendix index for instructions.
5. Make copies of the *Participant Feedback Form* and ask participants to complete it after the exercise.
6. Complete the *Facilitator/Evaluator Feedback Form* after the exercise.

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### CERT Drills and Exercises

The Community Emergency Response Team (CERT) Program educates ordinary people from all walks of life about disaster preparedness and weapons of mass destruction and trains them in basic disaster response skills, such as fire safety, light search and rescue, and disaster medical operation. Using the training, CERT members can assist others in their neighborhood or workplace following an event and can take a more active role in preparing their community.

The National CERT Program has developed a library of drills and exercises. These exercises have been designed in a ready-for-use format and include complete instructions, detailed lists of materials, and all supporting forms.

This document is used by the Facilitator(s) and supports the delivery of a functional exercise that can be customized to meet local needs.

### What Is a Functional Exercise?

Functional exercises are typically focused on exercising plans, policies, procedures, and staff members involved in management, direction, command, and control functions. There is no actual field work in a functional exercise; all the activity is verbal.

The key focus of a functional exercise is on the operational decisions made by the Incident Command Post Team. Other members of the team may be involved in the exercise, but to a lesser degree. Once the Facilitator has presented the initial scenario, the Incident Commander (IC) and the Command Post Team verbally respond to the scenario and assign tasks to others on the team. The Facilitator then talks through a developing scenario and the Command Post Team verbally responds to the scenario developments. Participant learning is reinforced and feedback is provided through a hot wash at the conclusion of the exercise.

Functional exercises fall between a tabletop exercise and a full-scale exercise. More than a tabletop, where participants discuss what they might do, in a functional exercise the Command Post Team “takes action” – making decisions, simulating the deployment of resources, and responding to new developments. In comparison to a full-scale exercise, a functional exercise involves fewer participants and the movement of personnel and equipment is simulated. A functional exercise provides a more realistic simulation of an emergency compared to a tabletop and is typically conducted in “real-time” in a classroom setting or a designated site for a Command Post.

For descriptions and other types of exercises for CERTs, please visit <http://www.fema.gov/cert> and click on CERT Exercises.

## **Exercise Overview**

### **“Functional Exercise #2”**

**Hazard:** Severe wind/rain storm

**Location:** Local neighborhood

**Duration:** 1-3 hours

#### **Capabilities Exercised:**

- Incident Command
- Communications
- Documentation
- Sizeup

#### **Exercise Objectives:**

- Validate the decision-making process to prioritize incidents.
- Assess plans and protocols for communicating between the CERT and professional responders, between the CERT Command Post and the field, and between team members.
- Evaluate methods for documenting actions taken.
- Validate CERT sizeup procedures.

#### **Scenario:**

At 10:00 a.m. on a Thursday morning a severe storm hits the town. Wind and rain are so severe that everyone must seek shelter for the duration of the storm. By 5:00 p.m. the storm has passed.

The local team assembles at the previously agreed-upon meeting point. Initial reports suggest that damages across town ranges from minor to severe.

NOTE: This scenario can take place during any season.

### For Exercise Staff

#### Exercise Synopsis:

This exercise allows a CERT Incident Command Post Team to develop action plans in response to a severe storm.

Once the emergency scenario is presented, an Incident Commander (IC) is selected. Based on an initial assessment of the situation, the IC then assigns some or all of the roles of Operations, Planning/Accountability, Medical, and Logistics. The Command Post Team then develops a plan to respond to the situation. The Operations Section Chief and/or IC may select Team Leaders for the SAR groups.

Facilitators observe the planning process and the decisions made by the team, and they use a list of messages to provide information to exercise participants that prompts them to make decisions. For example, if the Command Team decides to send a Search and Rescue (SAR) group to a damaged building, Facilitators may provide a message about the results of the initial search. Facilitators may also choose to pause the exercise at any point to examine the process and factors that led to a particular decision.

Periodically throughout the exercise the Facilitators can call for replacements to the Command Post Team. Any or all of the Command Post Team can be replaced. In addition to giving more CERT members the opportunity to participate and practice leadership decision making, this also gives participants practice in the process of transitioning leadership teams.

#### Exercise Materials and Staff:

- Facilitators (1, or more if desired)
- Evaluators (1, or more if desired)
- Volunteers and/or simulated survivors
- Forms:
  - Local map, used during the exercise
  - 12 completed *Damage Assessment Forms*, used during the exercise
  - 4 *General Message Forms*, used during the exercise
  - *Survivor Assessment Summary*, used during the exercise
  - *Events and Evaluation Form for Facilitator(s) and Evaluator(s)*, used by the Facilitator(s) and Evaluator(s) during the exercise
  - *Facilitator/Evaluator Feedback Form*, completed after the exercise
  - *Participant Feedback Form*, completed after the exercise

### Exercise Staff Roles:

#### 1. Facilitator

The Facilitator will serve the traditional role of an exercise controller and will have several key responsibilities during the exercise.

First, the Facilitator will lead and guide the exercise by presenting information. This will keep the exercise moving forward and ensure that the key decision points in the exercise are reached.

Second, the Facilitator will observe and coach. In this role he or she will observe the group process and discussion. As the exercise unfolds, he or she may need to step in and help the team members clarify their decision making by asking questions about their thought process and the factors they considered in making choices. For example, if they placed a high priority on helping a survivor who was probably dying, or if they decided to enter a building that was clearly too dangerous, work through their decision-making process so they realize the potential negative results of their decision.

While observing, the Facilitator should monitor the safety of the exercise activity. Typically, there is a low level of activity during functional exercises, but it is the Facilitator's responsibility to interrupt the exercise if something unsafe is occurring or is about to occur.

The Facilitator should take notes on decisions made and actions taken so he or she can refer to them later. Use the *Events and Evaluation Form for Facilitator(s) and Evaluator(s)* to record notes.

Third, the Facilitator will conduct a hot wash (debrief). The purpose of the hot wash is to reinforce learning by helping participants evaluate their own decision making. It is a balance between:

- Asking participants why they made the choices they did and what they learned.
- Providing additional information and coaching.

Bear in mind that, although the Facilitator may have more experience and knowledge, participants will likely learn more if coached through their decision-making process than if they are told what they should have done.

During the hot wash and after the exercise, the Facilitator has additional responsibilities including collecting feedback on the exercise and how beneficial it was for CERT participants, and providing input to improve future CERT exercises.

#### 2. Evaluator

The primary responsibility of the Evaluator is to assess the exercise based on the events and expected actions listed on the *Events and Evaluation Form for Facilitator(s)*

*and Evaluator(s)*. The Evaluator typically has a passive role and does not interfere with the exercise unless he or she is also playing the role of Facilitator.

### Facilitator Guidelines

This exercise is highly interactive. The decisions made by the participants can alter the flow of the exercise. Suggested messages to be injected as the scenario unfolds, as well as potential responses, are provided in the Facilitator Guidelines. However, depending on the decisions made by the participants, you may need to improvise with your responses. The key to a successful functional exercise is to remain flexible and respond to decisions made by the participants in ways that reinforce the lessons of *CERT Basic Training*.

The exercise proceeds as follows:

- After providing a message, give the team a chance to respond. Some messages involve handing out a document. Those documents are included in the Appendix section following the Facilitator Guidelines. The forms and materials include:
  - A local map
  - 12 completed *Damage Assessment Forms*
  - 4 *General Message Forms*
  - A *Survivor Assessment Summary*
- Give the team a chance to respond. Responses should be in the form of orders or instructions to other team members, or direct communication with other team members. These responses should simulate what would happen in a real-world scenario. For example, after the first message, the IC might say something like “Okay, let’s get organized. Jim, I want you to head up the search and rescue operation. Mary, I want you to take over medical. Will, you’re the logistics officer. Miranda, you handle accountability.”
- Once the response is complete, provide feedback on the potential results of decisions made and discuss as appropriate.
- Move on to the next message.
- Continue until the exercise is concluded or until time is up.

**Facilitator Guidelines (Continued)**

<b>Step</b>	<b>Action</b>	<b>What to Say/Do</b>
1	Prepare for the exercise.	<ul style="list-style-type: none"> <li>• Make copies of the handouts located in the Appendix. The Appendix index indicates how many copies are needed.</li> <li>• Make copies of the one-page Exercise Overview for each participant.</li> <li>• Brief exercise staff on their roles and responsibilities.</li> <li>• Orient the role-player (Fire Department Officer). Describe the role you want him or her to play and what you want him or her to say (see #8 in Facilitator Guidelines).</li> </ul>
2	Introduce the exercise to all participants.	<p>Distribute the one-page Exercise Overview to all participants.</p> <p>Explain that the purpose of the exercise is:</p> <ul style="list-style-type: none"> <li>• To provide an opportunity to role play the procedures the team would implement in response to a given scenario.</li> <li>• To improve CERT's operational performance by practicing and validating policies, plans, procedures, and training in the risk-free environment of an exercise.</li> </ul> <p>Explain how the exercise is conducted.</p> <ul style="list-style-type: none"> <li>• As opposed to a tabletop exercise, where the team discusses how it would respond, in this exercise the team members verbalize their decisions based on the information provided.</li> </ul>

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<b>Step</b>	<b>Action</b>	<b>What to Say/Do</b>
		<ul style="list-style-type: none"> <li>• Responses should be in the form of orders or instructions to other team members, or direct communication with other team members.</li> <li>• These responses should simulate what would happen in a real-world scenario. For example, when you get a message, you will role play how you would respond and what you would say.</li> </ul>
<b>3</b>	Review the goals of the exercise with all participants.	<p>Explain the goals of the exercise.</p> <ul style="list-style-type: none"> <li>• Validate the decision-making process to prioritize incidents.</li> <li>• Assess plans and protocols for communicating between the CERT and professional responders, between the CERT Command Post and the field, and between team members.</li> <li>• Evaluate methods for documenting actions taken.</li> <li>• Validate CERT sizeup procedures.</li> </ul>
<b>4</b>	<p>Present the scenario to exercise participants.</p> <p>NOTE: This scenario can take place during any season.</p>	<ul style="list-style-type: none"> <li>• At 10:00 a.m. on a Thursday morning a severe storm hits the town. Wind and rain are so severe that everyone must seek shelter for the duration of the storm.</li> <li>• By 5:00 p.m. the storm has passed.</li> <li>• Your team assembles at the previously agreed-upon meeting point. Initial reports suggest that damages across town ranges from minor to severe.</li> </ul>

**CERT DRILLS AND EXERCISES: FUNCTIONAL EXERCISE #2**

<b>Step</b>	<b>Action</b>	<b>What to Say/Do</b>
<p align="center"><b>5</b></p>	<p><b>Tell the team:</b></p> <p><i>An eerie quiet has fallen on the town in the wake of the storm. As you survey the scene, you notice that some buildings are severely damaged, while others seem relatively untouched. The windows in the shopping center seem to all be broken and glass glitters on the sidewalk. You can hear people yelling, but it isn't clear where the voices are coming from.</i></p> <p><b>Hand out</b> the local map.</p> <p><b>Explain that the team</b> is not large and they <b>will have to do an initial assessment</b> in order to prioritize rescue activities. Ask the team how they will respond based on what they know about the situation.</p>	<p><b>Expected Response:</b></p> <ul style="list-style-type: none"> <li>• IC is identified and other Command Post Team positions are assigned appropriately and efficiently.</li> <li>• The Command Post is established.</li> <li>• The medical treatment area is established and located in an appropriate place.</li> <li>• The team IC or Operations Section Chief appropriately assigns teams to do an initial survey of the nearby buildings.</li> </ul> <p><b>Provide coaching if these actions are not being taken.</b></p>
<p align="center"><b>6</b></p>	<p>The initial survey teams have reported back. <b>Distribute</b> the 12 completed <i>Damage Assessment Forms</i>.</p> <p><b>Ask the IC to develop a plan</b> for rescuing the survivors.</p>	<p><b>Expected Response:</b></p> <p>Search and Rescue (SAR) groups are sent out to appropriately prioritized locations.</p> <p><b>Provide coaching if these actions are not being taken.</b></p>

<b>Step</b>	<b>Action</b>	<b>What to Say/Do</b>
<b>7</b>	<p><b>Give the IC the message from the SAR group at House 8, reporting smelling gas in the area.</b></p>	<p><b>Expected Response:</b></p> <ul style="list-style-type: none"> <li>• The IC sends another group and instructs the Team Leader to locate the gas leak and shut it off with a non-sparking wrench.</li> <li>• The IC may choose to also notify the Fire Department Officer.</li> </ul> <p><b>Provide coaching if these actions are not being taken.</b></p>
<b>8</b>	<p><b>Tell the IC a Fire Department Officer has just arrived.</b></p> <p><i>Ok, sorry it's taken us so long to get here. We've been pretty busy. What's your situation? I've got an EMT team available. Where should we send them?</i></p> <p>NOTE: The Fire Department Officer can be a role-player.</p> <p><b>Have the Fire Department Officer ask the IC how he or she has prioritized locations for the EMTs.</b></p>	<p><b>Expected Response:</b></p> <p>The IC reviews available documentation to determine priorities for the EMT team.</p> <p><b>Provide coaching if these actions are not being taken.</b></p>
<b>9</b>	<p><b>Give the Operations Section Chief the second message from the SAR group saying that a member of the team has been injured.</b></p>	<p><b>Expected response:</b></p> <p>The Operations Section Chief dispatches a SAR group to rescue the injured team member.</p> <p><b>Provide coaching if these actions are not being taken.</b></p>

**CERT DRILLS AND EXERCISES: FUNCTIONAL EXERCISE #2**

<b>Step</b>	<b>Action</b>	<b>What to Say/Do</b>
<b>10</b>	<p><b>Tell the Operations Section Chief:</b></p> <p><i>A second team from a nearby town has arrived to help. The team has six trained members and two members who are still in training.</i></p> <p><b>Ask the Operations Sections Chief how he or she will deploy these new resources.</b></p>	<p><b>Expected response:</b></p> <p>The Operations Section Chief assesses the current situation and disburses the newly arrived team appropriately.</p> <p><b>Provide coaching if these actions are not being taken.</b></p>
<b>11</b>	<p><b>Tell the medical treatment area Team Leader:</b></p> <p><i>Rescue teams have brought back a number of survivors. At this point, they are lying or sitting randomly in the medical area.</i></p> <p><b>Distribute the Survivor Assessment Summary and ask the medical treatment area Team Leader how he plans to proceed from here.</b></p>	<p><b>Expected response:</b></p> <p>The medical treatment area Team Leader manages the placement of survivors, requests appropriate resources, has people conduct head-to-toe assessments, and gets documentation to the IC.</p> <p><b>Provide coaching if these actions are not being taken.</b></p>
<b>12</b>	<p><b>Give the third message about incoming weather to the IC.</b></p>	<p><b>Expected response:</b></p> <ul style="list-style-type: none"> <li>• The medical treatment area is moved to a safe place.</li> <li>• The SAR groups are recalled.</li> </ul> <p><b>Provide coaching if these actions are not being taken.</b></p>
<b>13</b>	<p>End the exercise.</p>	<p>Invite all participants and staff members to the hot wash.</p>

**CERT DRILLS AND EXERCISES: FUNCTIONAL EXERCISE #2**

<b>Step</b>	<b>Action</b>	<b>What to Say/Do</b>
<b>14</b>	Conduct the hot wash with all participants and staff members.	<p>The purpose of the hot wash is to reinforce learning by helping participants evaluate their own decision making. It is a balance between asking participants why they made the choices they did and what they learned, and providing additional information and coaching. Bear in mind that, although you have more experience and knowledge, participants will likely learn more if you coach them through their decision-making process than if you tell them what they should have done.</p> <p>Questions you might want to ask include:</p> <ol style="list-style-type: none"> <li>1. What parts of the team’s response to this scenario did you think went well? What factors contributed to this success?</li> <li>2. What parts of the team’s response could have been done better? What should be changed in the future to help the team perform more effectively?</li> <li>3. What do you think you did well in this exercise?</li> <li>4. What would you like to do differently next time?</li> <li>5. What should we do differently the next time we conduct an exercise like this, in order to make the experience more valuable for team members?</li> </ol>
<b>15</b>	Distribute the <i>Participant Feedback Form</i> to all participants.	Ask participants to complete the form.
<b>16</b>	Distribute the <i>Facilitator/Evaluator Feedback Form</i> .	Ask all Facilitators/Evaluators to complete the form.

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## **Appendix**

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## **Index of Forms and Materials**

Local map (1 page): 1 copy per participant is distributed during the exercise

12 Completed *Damage Assessment Forms* (12 pages): 1 set per team is distributed during the exercise

4 *General Message Forms* (4 pages): 1 set per Facilitator is distributed during the exercise

*Survivor Assessment Summary* (3 pages): 1 copy per Facilitator is distributed during the exercise

*Events and Evaluation Form for Facilitator(s) and Evaluator(s)* (4 pages): 1 copy per Facilitator and Evaluator is distributed before the exercise

*Facilitator/Evaluator Feedback Form* (1 page): 1 copy per Facilitator and Evaluator is distributed after the exercise

*Participant Feedback Form* (1 page): 1 copy per participant is distributed after the exercise

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# Local Map



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<b>DAMAGE ASSESSMENT FORM</b>	CERT	DATE
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LOCATION:  
HOUSE 1

**SIZE UP**  
(check if applicable)

FIRES		HAZARDS				STRUCTURE		PEOPLE			ROADS		ANIMALS		
BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING
						X		?	?		X				

**OBSERVATIONS**

Most of the roof is gone and almost all of the windows are broken. Front door was locked. No response when we shouted to see if anyone was in the home. There are two cars in the driveway. The hood of one was warm.

CERT MEMBER:  
Marco

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DAMAGE ASSESSMENT FORM						CERT					DATE				
LOCATION: HOUSE 2															
SIZE UP (check if applicable)															
FIRES		HAZARDS				STRUCTURE		PEOPLE			ROADS		ANIMALS		
BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING
						X		X	X			X			
OBSERVATIONS															
<p>Many roof tiles are gone. The chimney has broken at the roofline - bricks litter the yard. Some are still sliding off the roof.</p> <p>Some of the siding has come off the house.</p> <p>Woman outside screaming for help - says her husband is trapped inside.</p>															
CERT MEMBER: Sue											PAGE _1_ OF _1_				

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<b>DAMAGE ASSESSMENT FORM</b>	CERT	DATE
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LOCATION:  
HOUSE 3

**SIZE UP**  
(check if applicable)

FIRES		HAZARDS				STRUCTURE		PEOPLE			ROADS		ANIMALS		
BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING
						X		X	?		X				

**OBSERVATIONS**

*Building has shifted off its foundation. The front wall is bulging outward. All windows are shattered.*

*We heard a voice from inside screaming for help.*

CERT MEMBER:  
Devahn

PAGE 1 OF 1

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DAMAGE ASSESSMENT FORM						CERT					DATE				
LOCATION: HOUSE 4															
SIZE UP (check if applicable)															
FIRES		HAZARDS				STRUCTURE		PEOPLE			ROADS		ANIMALS		
BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING
						X		X							
OBSERVATIONS															
<p>Missing roof shingles and a lot of broken glass.</p> <p>Woman came out and asked if we had bandages because her son has a bad cut. She explained that she was a nurse and could treat him. We gave her some bandages and said we'd be back.</p>															
CERT MEMBER: Joellen											PAGE _1_ OF _1_				

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<b>DAMAGE ASSESSMENT FORM</b>	CERT	DATE
-------------------------------	------	------

LOCATION:  
HOUSE 5

**SIZE UP**  
(check if applicable)

FIRES		HAZARDS				STRUCTURE		PEOPLE			ROADS		ANIMALS		
BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING
						X	X	X	X						

**OBSERVATIONS**

Porch roof has collapsed, blocking the front door. A large tree has fallen onto the side of the house. Young boy with a bleeding head wound was seen at second floor window crying and yelling for his mother. He said he couldn't wake her up.

CERT MEMBER: Lo  
Singh

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<b>DAMAGE ASSESSMENT FORM</b>	CERT	DATE
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LOCATION:  
HOUSE 6

**SIZE UP**  
(check if applicable)

FIRES		HAZARDS				STRUCTURE		PEOPLE			ROADS		ANIMALS			
BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING	
						X		X								

**OBSERVATIONS**

*Seems mostly intact with the exception of a few broken windows. Teenager at the front door said his dad had a heart attack and was unconscious on the second floor.*

CERT MEMBER:  
*Lola*

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<b>DAMAGE ASSESSMENT FORM</b>	CERT	DATE
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LOCATION:  
HOUSE 7

**SIZE UP**  
(check if applicable)

FIRES		HAZARDS				STRUCTURE		PEOPLE			ROADS		ANIMALS			
BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING	
X						X										

**OBSERVATIONS**

*Windows all broken. Thin stream of smoke coming from a second-floor window. No cars in the driveway.*

CERT MEMBER: <i>Malika</i>	PAGE <u>1</u> OF <u>1</u>
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DAMAGE ASSESSMENT FORM				CERT				DATE							
LOCATION: HOUSE 8															
SIZE UP (check if applicable)															
FIRES		HAZARDS				STRUCTURE		PEOPLE			ROADS		ANIMALS		
BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING
				X				?	?	?	X				
OBSERVATIONS															
<p>A power pole has fallen in front of the house and live wires are lying across the front lawn. Front of house seems intact, but team did not assess the rear.</p> <p>Heard voices inside the house, but couldn't make out what they were saying.</p>															
CERT MEMBER: Chuck											PAGE _1_ OF _1_				

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DAMAGE ASSESSMENT FORM		CERT					DATE								
LOCATION: HOUSE 9															
SIZE UP (check if applicable)															
FIRES		HAZARDS				STRUCTURE		PEOPLE			ROADS		ANIMALS		
BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING
						X		X							
OBSERVATIONS															
<p>Entire roof is gone, exposing the second floor.</p> <p>Rubble and debris in the yard. Dog tied to front porch - barks and snarls at anyone who gets close.</p> <p>Woman lying on the front porch bleeding heavily from a cut on her arm. Left leg appears to be broken. She was not able to answer our questions or restrain the dog.</p>															
CERT MEMBER: Lizzie										PAGE _1_ OF _1_					

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DAMAGE ASSESSMENT FORM		CERT					DATE								
LOCATION: <i>Store 1</i>															
SIZE UP															
(check if applicable)															
FIRES		HAZARDS				STRUCTURE		PEOPLE			ROADS		ANIMALS		
BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING
						X		X	X	?					
OBSERVATIONS															
<p><i>Contents strewn on floor and outside store. Flat metal roof partially folded back over the store. We could see three people lying on the floor unconscious and legs protruding from under one set of shelves.</i></p>															
CERT MEMBER: <i>Hakim</i>											PAGE <u>1</u> OF <u>1</u>				

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DAMAGE ASSESSMENT FORM				CERT				DATE							
LOCATION: Store 2															
SIZE UP (check if applicable)															
FIRES		HAZARDS				STRUCTURE		PEOPLE			ROADS		ANIMALS		
BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING
				X		X		X	X						
OBSERVATIONS															
<p>Window missing entirely and sparks visible inside the darkened store.</p> <p>Voice from inside said he was the manager and there were six people trapped in the office. The door is blocked and they can't get out. One person has a broken arm, one is bleeding badly, and one is unconscious.</p>															
CERT MEMBER: Raul										PAGE _1_ OF _1_					

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<b>DAMAGE ASSESSMENT FORM</b>	CERT	DATE
-----------------------------------	------	------

LOCATION:

*Store 3*

**SIZE UP**  
(check if applicable)

FIRES		HAZARDS				STRUCTURE		PEOPLE			ROADS		ANIMALS		
BURNING	OUT	GAS LEAK	H2O LEAK	ELECTRIC	CHEMICAL	DAMAGED	COLLAPSED	INJURED	TRAPPED	DEAD	ACCESS	NO ACCESS	INJURED	TRAPPED	ROAMING
						X	X	X	X						

**OBSERVATIONS**

*Roof partially collapsed. Voices inside calling for help. Front door is blocked by a fallen tree branch.*

CERT MEMBER:  
*Benny*

PAGE 1 OF 1

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**General Message #1**

TO	POSITION	<i>Operations Section Chief</i>	
----	----------	---------------------------------	--

FROM	POSITION	<i>SAR Team Leader</i>	
------	----------	------------------------	--

SUBJECT <i>Injured team member</i>	DAT	TIME
------------------------------------	-----	------

**MESSAGE**

*We are in front of House 8. The wind is shifting around pretty quickly, but every once in a while we can smell gas. Can't really tell where it's coming from. We need some help here.*

SIGNATURE	POSITION
<i>Jonas Lapierre</i>	

**REPLY**

DATE	TIME	SIGNATURE/POSITION
------	------	--------------------

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**General Message #2**

TO	POSITION	<i>Incident Commander</i>	
FROM	POSITION	<i>Team Leader</i>	
SUBJECT <i>Frank injured</i>	DAT	TIME	

**MESSAGE**

*Frank was climbing over a fallen tree to get into the back of House 8. The tree rotated and trapped him under a large branch. I'm pretty sure he has a broken leg.*

SIGNATURE <i>Lissy Stewart</i>	POSITION
-----------------------------------	----------

**REPLY**

DATE	TIME	SIGNATURE/POSITION
------	------	--------------------

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**General Message #3**

TO	POSITION	<i>Incident Commander</i>	
FROM <i>Jim Lawson</i>	POSITION	<i>Fire Department Officer</i>	
SUBJECT <i>Weather Arriving Soon</i>	DAT	TIME	

**MESSAGE**

We just got word from the National Weather Service that another severe thunderstorm is going to hit our area in about 30 minutes. Take all necessary precautions.

SIGNATURE <i>Officer Lawson</i>	POSITION
------------------------------------	----------

**REPLY**

DATE	TIME	SIGNATURE/POSITION
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**General Message #4**

TO	POSITION <b>Incident</b> <b>Commander</b>	
FROM <i>Jim Lawson</i>	POSITION <i>Fire</i> <i>Department Officer</i>	
SUBJECT <i>Karla</i>	DAT	TIME

**MESSAGE**

*Sorry to have to tell you this, but one of our rescue teams just found your daughter. A tree branch fell on her and then hit a store window. She has a broken arm and some cuts.  
The ambulance just took her to the hospital.*

SIGNATURE <b>Officer Lawson</b>	POSITION	
------------------------------------	----------	--

**REPLY**

DATE	TIME	SIGNATURE/POSITION
------	------	--------------------

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## Survivor Assessment Summary

Location	Survivor	Condition
House 1	1	Bone projecting from right leg Breathing once every 4 seconds Knows name, date, and what happened Color returns to finger tips in 2 seconds
House 2	1	Numerous cuts and abrasions Responds to verbal commands Color returns to finger tips in 1 second Breathing once every 3 seconds
	2	Chest pain with possible broken ribs Breathing once every 1 second Not able to speak Color returns to finger tips in 2 seconds
House 3	1	Back injury, unable to move Breathing once every 4 seconds Knows name, date, and what happened Color returns to finger tips in 2 seconds
House 4	1	Cuts on right arm Color returns to finger tips in 1 second Breathing once every 5 seconds
	2	Minor cuts and abrasions. Says she has medical training.
House 5	1	Severe bleeding from head wound Breathing once every 2 seconds Not responsive to questions Color returns to finger tips in 4 seconds
	2	Blood oozing from head wound Chest is not rising Finger tips blue/grey
House 6	1	Bleeding from a scalp wound Knows name, date, and what happened Color returns to finger tips quickly Breathing once every 4 seconds
	2	Unconscious, heart rate 42, breathing once every second

<b>Location</b>	<b>Survivor</b>	<b>Condition</b>
<b>House 9</b>	<b>1</b>	Severe bleeding from left arm Left leg broken Breathing once every 4 seconds Knows name, date, and what happened Color returns to finger tips in 4 seconds
<b>Store 1</b>	<b>1</b>	Right arm and leg are deformed Breathing once every 3 seconds Knows name, date and what happened Color returns to finger tips in 4 seconds
	<b>2</b>	Impaled object in abdomen; breathing difficulties Breathing once every 3 seconds Can't remember what happened Color returns to finger tips in 5 seconds
	<b>3</b>	Left ankle swollen and deformed Breathing once every 4 seconds Knows name, date, and what happened Color returns to finger tips in 2 seconds
	<b>4</b>	Both legs deformed Breathing once every second Not responsive to questions Color returns to finger tips in 3 seconds
<b>Store 2</b>	<b>1</b>	Compound Fracture, Right Forearm Breathing once every 3 seconds Color returns to finger tips quickly Responds to verbal commands
	<b>2</b>	Facial injuries Knows name, date, and what happened Color returns to finger tips in 2 seconds Breathing once every 4 seconds
	<b>3</b>	Both legs deformed Breathing once every 5 seconds Knows name, date, and what happened Color returns to finger tips in 1 second

<b>Location</b>	<b>Survivor</b>	<b>Condition</b>
	<b>4</b>	Severe head injury Not breathing Not responsive to questions Color returns to finger tips in 4 seconds
	<b>5</b>	Right arm is deformed Alert Color returns to finger tips in 1 second Breathing once every 5 seconds

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## Events and Evaluation Form for Exercise Facilitator(s) and Evaluator(s)

<p style="text-align: center;"><b>Message/Event</b></p>	<p style="text-align: center;"><b>Expected Action</b></p>	<p style="text-align: center;"><b>Actual Observed</b> <b>(To be filled in by Evaluators during the exercise)</b></p>
<p>Local map distributed.</p> <p>Team responds with limited members and does an initial assessment in order to prioritize rescue activities.</p> <p>Team is asked to respond based on what they know about the situation.</p> <p>[ICS, Sizeup]</p>	<ul style="list-style-type: none"> <li>• IC and Command Post Team positions are assigned appropriately and efficiently.</li> <li>• Command Post is established.</li> <li>• Medical treatment area is established and located in appropriate place.</li> <li>• IC appropriately assigns SAR groups to do an initial survey of the nearby buildings.</li> </ul>	<p>Time action was completed: _____</p> <p>Completion:</p> <p>No ____ Yes ____ Partial ____</p> <p>Notes:</p>
<p>IC develops plan for rescuing the survivors based on the 12 <i>Damage Assessment Forms</i>.</p> <p>[Sizeup]</p>	<ul style="list-style-type: none"> <li>• Priorities are determined after reviewing assessments.</li> <li>• SAR groups are sent out to appropriately prioritized locations.</li> </ul>	<p>Time action was completed: _____</p> <p>Completion:</p> <p>No ____ Yes ____ Partial ____</p> <p>Notes:</p>

<p align="center"><b>Message/Event</b></p>	<p align="center"><b>Expected Action</b></p>	<p align="center"><b>Actual Observed</b> <b>(To be filled in by Evaluators during the exercise)</b></p>
<p>IC receives message from SAR group at House 8, reporting smelling gas in the area. [Communication, Prioritizing]</p>	<ul style="list-style-type: none"> <li>• IC sends another group and instructs Team Leader to locate the gas leak and shut it off with a non-sparking wrench.</li> <li>• IC may choose to also notify the Fire Department Officer.</li> </ul>	<p>Time action was completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:</p>
<p>Fire Department Officer arrives and asks where EMT team should be sent. Fire Chief also asks the IC how he or she has prioritized locations for the EMTs. [Communication, Documentation]</p>	<ul style="list-style-type: none"> <li>• IC reviews available documentation to determine where EMTs should go.</li> <li>• IC explains decisions to Fire Department Officer.</li> </ul>	<p>Time action was completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:</p>
<p>IC receives message from SAR group saying a team member has been injured. [Communication, Prioritizing]</p>	<ul style="list-style-type: none"> <li>• Operations Section Chief dispatches SAR group to rescue injured team member.</li> </ul>	<p>Time action was completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:</p>

<p align="center"><b>Message/Event</b></p>	<p align="center"><b>Expected Action</b></p>	<p align="center"><b>Actual Observed</b> <b>(To be filled in by Evaluators during the exercise)</b></p>
<p>Operations Section Chief is asked how newly-arrived resources will be deployed. [Sizeup]</p>	<ul style="list-style-type: none"> <li>Operations Section Chief assesses current situation and disburses newly-arrived team appropriately.</li> </ul>	<p>Time action was completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:</p>
<p>Medical treatment area Team Leader is asked how he plans to proceed based on the <i>Survivor Assessment Summary</i>. [Communication, Documentation]</p>	<ul style="list-style-type: none"> <li>Medical treatment area Team Leader manages the placement of survivors, requests appropriate resources, has people conduct head-to-toe assessments, and gets documentation to IC.</li> </ul>	<p>Time action was completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:</p>
<p>IC receives message about incoming weather. [Sizeup, Communication]</p>	<ul style="list-style-type: none"> <li>Medical treatment area is moved to safe place.</li> <li>SAR groups are recalled.</li> </ul>	<p>Time action was completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:</p>

<p align="center"><b>Message/Event</b></p>	<p align="center"><b>Expected Action</b></p>	<p align="center"><b>Actual Observed</b> <b>(To be filled in by Evaluators during the exercise)</b></p>
<p>IC receives message about injured daughter. [Prioritizing]</p>	<p>IC leaves for hospital. Team replaces IC and continues smooth operations.</p>	<p>Time action was completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:</p>

# Facilitator/Evaluator Feedback Form

Exercise Name:

Exercise Date:

Name (Optional): Role (Optional):

CERT/Organization:

1. Please rate, on a scale of 1 to 5, your overall assessment of the exercise relative to the following statements, with 1 indicating strong disagreement with the statement and 5 indicating strong agreement.

Assessment Factor	Strongly Disagree			Strongly Agree	
The exercise was well structured and organized.	1	2	3	4	5
The exercise scenario(s) was plausible and realistic.	1	2	3	4	5
The Facilitator(s) was knowledgeable about the area of play and kept the exercise on target.	1	2	3	4	5
The exercise documentation provided to assist in preparing for and participating in the exercise was useful.	1	2	3	4	5
This exercise allowed the CERT to practice and improve priority capabilities.	1	2	3	4	5

2. Based on today's exercise, list observed key strengths and/or areas that need improvement.

Strengths: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Areas for improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Please provide recommendations on how this exercise or future exercises could be improved or enhanced.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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# Participant Feedback Form

Exercise Name:

Exercise Date:

Name (Optional):

CERT/Organization:

1. Please rate, on a scale of 1 to 5, your overall assessment of the exercise relative to the statements provided below, with 1 indicating strong disagreement with the statement and 5 indicating strong agreement.

Assessment Factor	Strongly Disagree			Strongly Agree	
The exercise was well structured and organized.	1	2	3	4	5
The exercise scenario(s) was plausible and realistic.	1	2	3	4	5
The exercise documentation provided to assist in preparing for and participating in the exercise was useful.	1	2	3	4	5
This exercise allowed me to practice and improve priority capabilities.	1	2	3	4	5
This exercise helped my CERT identify strengths and weaknesses in the execution of plans, protocols, and procedures.	1	2	3	4	5
After this exercise, I believe my CERT is better prepared to deal successfully with the scenario(s) that was exercised.	1	2	3	4	5

2. Based on today's exercise, list observed key strengths and/or areas that need improvement.

Strengths: \_\_\_\_\_

\_\_\_\_\_

Areas for improvement: \_\_\_\_\_

\_\_\_\_\_

3. Please provide recommendations on how this exercise or future exercises could be improved or enhanced.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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