

Functional Exercise #4

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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/team> and click on CERT Exercises.

Exercise Overview

“Functional Exercise #4”

Hazard: Natural gas leak

Location: Local park

Duration: 1-3 hours

Capabilities Exercised:

- Incident Command
- Communications
- Medical triage
- Search procedures – exterior
- Documentation
- Sizeup

Exercise Objectives:

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

Scenario:

It is a warm, sunny spring day and many people are enjoying the afternoon in a local park. A CERT member is also in the park in the picnic pavilion with family.

At about 3:30 p.m. a series of explosions is heard across the park, followed by the screams of the injured.

The team member who was in the park is uninjured, as is his (or her) family.

For Exercise Staff

Exercise Synopsis:

This exercise allows a team to develop plans in response to a gas line explosion in a local park.

Facilitators observe the planning process and the decisions made by the team, and they use a list of suggested messages to provide additional information in response to the decisions made. For example, if the Command Post Team decides to send a Search and Rescue (SAR) team to a specific area, Facilitators may respond by informing the team of 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 team 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)
- Role-player (1), can be played by Facilitator(s)
- Forms:
 - Map of the Park, used during the exercise
 - 7 completed *Damage Assessment Forms*, 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:
 - 7 completed *Damage Assessment Forms*
- 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 first team member on site assumes the role of Incident Commander (IC). As team members arrive, he or she might say something like “Okay, we have to get started right away and hope the rest of the team gets here soon. Here is what I know: the explosions were from a rupture in a natural gas line. The gas has now been shut off. ”
- 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)

Step	Action	What to Say/Do
1	Prepare for the exercise.	<ul style="list-style-type: none"> • Make copies of the handouts located in the Appendix. The Appendix index indicates how many copies are needed. • Make copies of the one-page Exercise Overview for each participant. • Brief exercise staff on their roles and responsibilities. • Orient the role-player (volunteer firefighter). Describe the role you want him or her to play and what you want him or her to say (see #6 and #13 in Facilitator Guidelines). • Ask for a volunteer from the team. (This person will play the role of the team member in the park as explained in #4 below.)
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"> • To provide an opportunity to role play the procedures the team would implement in response to a given scenario. • To improve CERT's operational performance by practicing and validating policies, plans, procedures, and training in the risk-free environment of an exercise.

CERT DRILLS AND EXERCISES: FUNCTIONAL EXERCISE #4

Step	Action	What to Say/Do
		<p>Explain how the exercise is conducted.</p> <ul style="list-style-type: none">• As opposed to tabletop exercises, where the team discusses how it would respond, in this exercise the team members verbalize their response decisions based on the information provided.• Responses should be in the form of orders or instructions to other team members, or direct communication with other team members or role-players.• 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.
3	Review the goals of the exercise with all participants.	<p>Explain that the goals of the exercise are to:</p> <ul style="list-style-type: none">• Validate the decision-making process to prioritize incidents.• Assess plans and protocols for communicating between the team and professional responders, between the CERT Command Post team and the field, and between team members.• Evaluate the process for assessing and prioritizing survivor conditions.• Evaluate methods for documenting actions taken.• Validate CERT sizeup procedures.

CERT DRILLS AND EXERCISES: FUNCTIONAL EXERCISE #4

Step	Action	What to Say/Do
4	<p>Present the scenario to exercise participants.</p> <ul style="list-style-type: none"> • It is a warm, sunny spring day and many people are enjoying the afternoon in a local park. A CERT member is also in the park picnic pavilion with family. • At about 3:30 p.m. a series of explosions is heard across the park, followed by the screams of the injured. • The team member who was in the park is uninjured, as is his (or her) family. 	<p>Expected Response:</p> <ul style="list-style-type: none"> • Team member on site calls 9-1-1 and reports the emergency. • Team member alerts his or her team leader of the emergency and his or her current location (the picnic pavilion). • Team leader coordinates with Emergency Services. <p>Provide coaching if these actions are not being taken.</p>
5	<p>The local team is activated by the Fire Department Officer.</p> <p>The Fire Department Officer explains that the explosions were due to a rupture in a natural gas line and that the gas has now been shut off.</p> <p>Team members report to the Taylor St. parking lot where they are met by the team member who was on site at the time of the explosion.</p> <p>Tell the group to respond to this situation.</p>	<p>Expected Response:</p> <ul style="list-style-type: none"> • The team member who was on site briefs the arriving members on what he or she currently knows. As the first team member on site, he or she assumes the role of Incident Commander (IC). • Other leadership positions are assigned appropriately and efficiently. • The Command Post is established. • The medical treatment area is established and located in an appropriate place. <p>Provide coaching if these actions are not being taken.</p>

Step	Action	What to Say/Do
<p align="center">6</p>	<p>Volunteer firefighter delivers the following message from the Fire Department Officer:</p> <p><i>We are fully committed on the west side of the park. This map of the park shows our current locations. We've had reports of multiple injuries east of the Turgid Stream, but don't have the resources to cover that yet. Can you check the area east of the stream and get me a casualty count and status?</i></p> <p>Firefighter leaves. Tell the Command Post Team to respond to this situation.</p>	<p>Expected Response:</p> <ul style="list-style-type: none"> • The IC finds a better way to communicate with the Fire Department Officer – cell phone, radio, or a runner (last resort). • The Operations Section Chief marks the map with a search grid. • The Operations Section Chief assigns available team members to begin searching the assigned area of the park. <p>Provide coaching if these actions are not being taken.</p>
<p align="center">7</p>	<p>The first Search and Rescue (SAR) team reports come back. Distribute the first 6 <i>Damage Assessment Forms</i>.</p> <p>NOTE: Do not distribute the final Damage Assessment Form, the one for the bus, at this time.</p> <p>Tell the Command Post Team to respond to this situation.</p>	<p>Expected Response:</p> <ul style="list-style-type: none"> • The IC contacts the Fire Department Officer and gives an overview of the situation. • The IC prioritizes the incidents and deploys SAR groups to rescue survivors. <p>Provide coaching if these actions are not being taken.</p>
<p align="center">8</p>	<p>Five more team members arrive.</p> <p>Tell the Command Post Team to respond to this situation.</p>	<p>Expected Response:</p> <ul style="list-style-type: none"> • New team members are assigned appropriately to either new/existing SAR groups or to the medical treatment area. <p>Provide coaching if these actions are not being taken.</p>

CERT DRILLS AND EXERCISES: FUNCTIONAL EXERCISE #4

Step	Action	What to Say/Do
<p align="center">9</p>	<p>Inform the IC:</p> <p><i>One of your groups has just sent a runner to tell you that a firefighter is telling them they have control of this situation and the group should conduct a search on the west side of the stream. He is insisting they do what he tells them to.</i></p> <p>Tell the Command Post Team to respond to this situation.</p>	<p>Expected response:</p> <ul style="list-style-type: none"> • The IC contacts the Fire Department Officer to ask for clarification. <p>Provide coaching if these actions are not being taken.</p>
<p align="center">10</p>	<p>Tell the IC:</p> <p><i>We just received a message from one of your groups. They need two additional people to help with a rescue.</i></p> <p>Tell the Command Post Team to respond to this situation.</p>	<p>Expected response:</p> <ul style="list-style-type: none"> • Current resource allocations are reviewed using the assignment documentation. • Two team members are reassigned to the group requesting resources. <p>Provide coaching if these actions are not being taken.</p>
<p align="center">11</p>	<p>Tell the IC that his or her spouse insists that their child is too upset to stay and the IC must drive them home.</p> <p>Tell the Command Post Team to respond to this situation.</p>	<p>Expected Response:</p> <ul style="list-style-type: none"> • The current IC leaves to take care of his or her family. • A new IC assumes the role and continues coordinating the response. <p>Provide coaching if these actions are not being taken.</p>

CERT DRILLS AND EXERCISES: FUNCTIONAL EXERCISE #4

Step	Action	What to Say/Do
12	<p>Another SAR group reports back. Distribute the final <i>Damage Assessment Form</i> describing the situation on the bus.</p> <p>Tell the Command Post Team to respond to this situation.</p>	<p>Expected Response:</p> <ul style="list-style-type: none"> • Additional resources are allocated for the rescue at the bus. • Resources are reallocated from SAR to the medical treatment area to support the incoming injured survivors. <p>Provide coaching if these actions are not being taken.</p>
13	<p>Tell the IC the volunteer firefighter is back. He says: <i>Hey, it looks like things are under control over on the other side and we can start sending resources your way. What's your current status? What do you need?</i></p> <p>Tell the IC Team to respond to this situation.</p>	<p>Expected response:</p> <ul style="list-style-type: none"> • The IC asks the Operations Section Chief to give the firefighter an update. • The Operations Section Chief talks with the medical treatment area Team Leader and they use documentation to brief the firefighter. <p>Provide coaching if these actions are not being taken.</p>
14	End the exercise.	Invite all participants and staff members to the hot wash.
15	Conduct the hot wash with all participants and staff members.	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.

CERT DRILLS AND EXERCISES: FUNCTIONAL EXERCISE #4

Step	Action	What to Say/Do
		<p>Questions you might want to ask include:</p> <ol style="list-style-type: none"> 1. What parts of the team’s response to this scenario did you think went well? What factors contributed to this success? 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? 3. What do you think you did well in this exercise? 4. Are there any CERT forms you used or could have used to improve documentation of situation needs? 5. What would you like to do differently next time? 6. 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?
16	Distribute the <i>Participant Feedback Form</i> to all participants.	Ask participants to complete the form.
17	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

Map of the Park (1 page): 1 copy per participant is distributed during the exercise

Damage Assessment Forms (7 pages): 1 set per team is distributed during the exercise

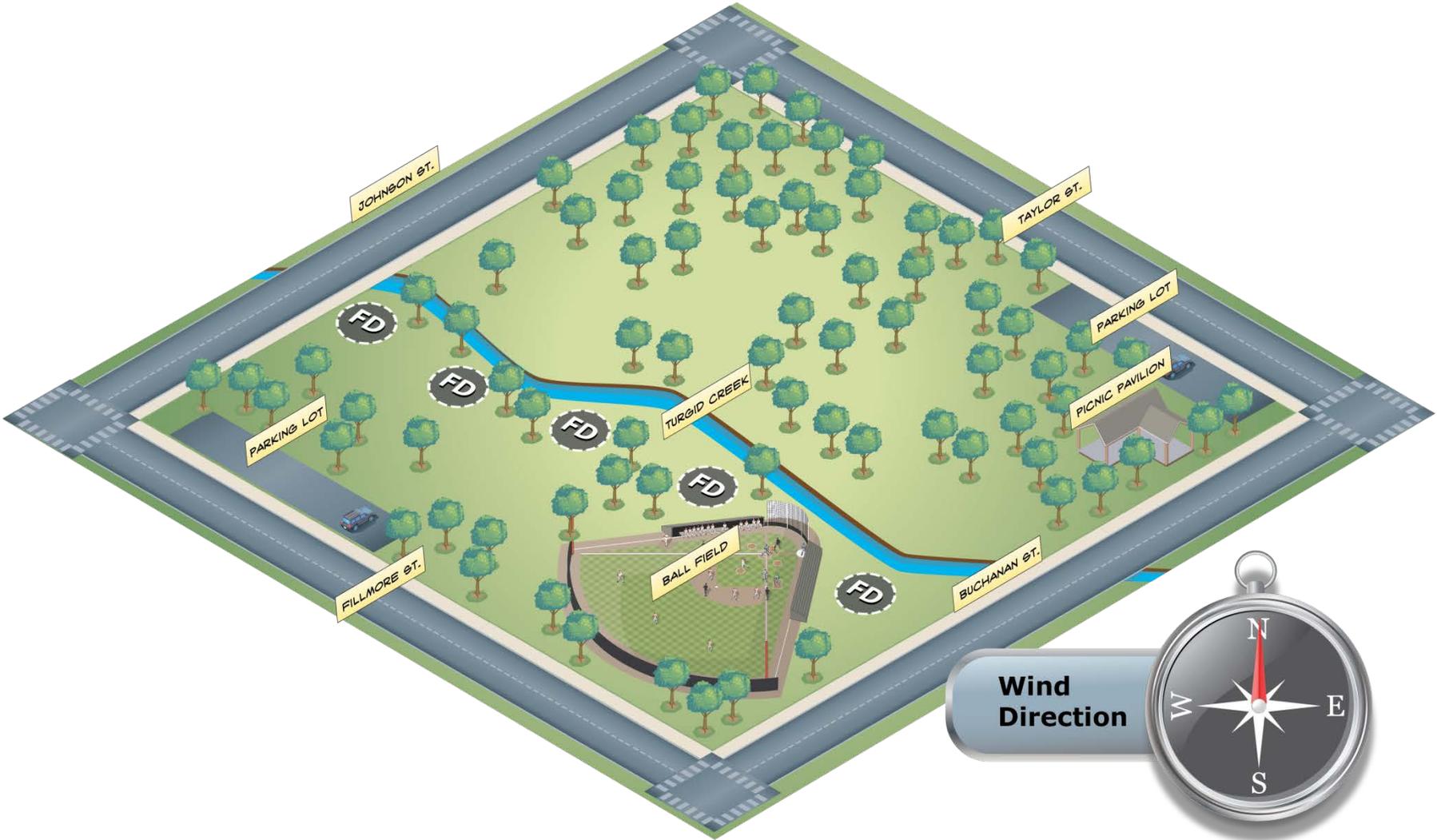
Events and Evaluation Form for Facilitator(s) and Evaluator(s) (4 pages): 1 copy per Facilitator and Evaluator is distributed before the exercise

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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Map of the Park



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DAMAGE ASSESSMENT FORM	CERT	DATE
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LOCATION:
SURVIVOR 1 - WEST SIDE OF THE WOODS

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								

OBSERVATIONS

Survivor has broken leg. Can't walk. Rapid breathing - 40 breaths per minute.

CERT MEMBER: <i>Marjorie</i>	PAGE <u>1</u> OF <u>1</u>
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DAMAGE ASSESSMENT FORM	CERT	DATE
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LOCATION:
SURVIVOR 2 - SW CORNER OF WOODS

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								

OBSERVATIONS

Survivor's legs are burned. In a lot of pain. Blood returns to fingertips in 4 seconds.

CERT MEMBER: <i>Howard</i>	PAGE <u>1</u> OF <u>1</u>
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DAMAGE ASSESSMENT FORM	CERT	DATE
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LOCATION:
SURVIVOR 3 - FIELD SOUTH OF WOODS

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							

OBSERVATIONS

Young man fell on a sharp stick. Blood spurting from wound. Pale, sweaty, clammy skin. Breathing 45 times per minute. Blood returns to fingertips in 5 seconds.

CERT MEMBER: <i>Johan</i>	PAGE <u>1</u> OF <u>1</u>
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DAMAGE ASSESSMENT FORM	CERT	DATE
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LOCATION:
SURVIVOR 4 - BY STREM ACROSS FROM BALL FIELDS

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							

OBSERVATIONS

Survivor appears uninjured. Conscious but disoriented. Can't remember what happened or what day it is.

CERT MEMBER: <i>Amina</i>	PAGE <u>1</u> OF <u>1</u>
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DAMAGE ASSESSMENT FORM	CERT	DATE
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LOCATION:
SURVIVOR 5 - FIELD ACROSS FROM BALL FIELD

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					

OBSERVATIONS

Elderly man struck by flying debris. No apparent pulse or respiration. Attempts to start breathing failed.

CERT MEMBER: <i>Sissy</i>	PAGE <u>1</u> OF <u>1</u>
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DAMAGE ASSESSMENT FORM	CERT	DATE
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LOCATION:
SURVIVOR 6 - NEAR STREAM JUST SOUTH OF JOHNSON ST.

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							

OBSERVATIONS

Large piece of glass protruding from left arm. Blood oozing from the wound. Conscious and alert.

Says she is an OR nurse at the hospital.

CERT MEMBER: <i>Lorenzo</i>	PAGE <u>1</u> OF <u>1</u>
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DAMAGE ASSESSMENT FORM	CERT	DATE
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LOCATION:
BUS ON TAYLOR ST SOUTH OF INTERSECTION WITH JOHNSON

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

Looks like a school bus was driving by the park when the explosions started. The driver was startled and the bus crashed into a telephone pole. Many injuries. Front door is jammed. Rear exit is several feet above the ground - kids afraid to jump.

Driver - Piece of glass from windshield in right arm. Blood flowing from wound. Struck his head on impact. Unconscious.

Boy 1 - Broken wrist. Hysterical.

Girl 1 - Severe cut above right eye. Blood flowing freely. Rapid breathing, slow perfusion.

Girl 2 - No visible injuries, unconscious.

Boy 2 - Broken leg, seems to be pinned under the bus driver's seat.

Boy 3 - Bone protruding through left arm. Blood returning to fingertips in 6 seconds.

Boy 4 - Large bump on forehead. Disoriented
10 other children with minor cuts and scrapes.

CERT MEMBER: Marcus	PAGE <u>1</u> OF <u>1</u>
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Events and Evaluation Form for Facilitator(s) and Evaluator(s)

<p style="text-align: center;">Message/Event</p>	<p style="text-align: center;">Expected Action</p>	<p style="text-align: center;">Actual Observed (To be filled in by Evaluators during the exercise)</p>
<p>Explosions occur throughout the park. [ICS, Communications]</p>	<ul style="list-style-type: none"> • CERT member in park calls 9-1-1 and reports emergency. • CERT member alerts his or her team leader. • Team leader coordinates with Emergency Services. 	<p>Time action was completed: _____</p> <p>Completion: No ____ Yes ____ Partial ____</p> <p>Notes:</p>
<p>Local team is activated. Team members report to parking lot. [ICS, Communications]</p>	<ul style="list-style-type: none"> • Team member on site briefs arriving members on what he or she currently knows. As first team member on site, he (or she) assumes the role of IC. • Other leadership positions are assigned appropriately and efficiently. • The Command Post is established. • Medical treatment center is established and located in an appropriate place. 	<p>Time action was completed: _____</p> <p>Completion: No ____ Yes ____ Partial ____</p> <p>Notes:</p>

Message/Event	Expected Action	Actual Observed (To be filled in by Evaluators during the exercise)
<p>Fire Department Officer asks CERT for assistance.</p> <p>[ICS, Communication, Exterior Search]</p>	<ul style="list-style-type: none"> • IC finds better way to communicate with Fire Department Officer – cell phone, radio, or runner (last resort). • Operations Section Chief marks map with search grid. • Operations Section Chief assigns available team members to begin searching the assigned area of park. 	<p>Time action was completed: _____</p> <p>Completion:</p> <p>No ____ Yes ____ Partial ____</p> <p>Notes:</p>
<p>First survivor injury reports come in.</p> <p>[ICS, Communications, Sizeup, Exterior Search]</p>	<ul style="list-style-type: none"> • IC and Operations Section Chief review and prioritize reports. • IC calls Fire Department Officer and gives him an overview of the situation. • IC or Operations Section Chief redeploys SAR groups to rescue survivors. 	<p>Time action was completed: _____</p> <p>Completion:</p> <p>No ____ Yes ____ Partial ____</p> <p>Notes:</p>
<p>Additional team members arrive.</p> <p>[ICS, Communications, Documentation]</p>	<ul style="list-style-type: none"> • New team members are assigned appropriately to either new/existing SAR groups, the Command Post Team, or to the medical treatment area. 	<p>Time action was completed: _____</p> <p>Completion:</p> <p>No ____ Yes ____ Partial ____</p> <p>Notes:</p>

<p align="center">Message/Event</p>	<p align="center">Expected Action</p>	<p align="center">Actual Observed (To be filled in by Evaluators during the exercise)</p>
<p>Firefighter tries to redirect team actions. [ICS, Communications]</p>	<ul style="list-style-type: none"> • IC contacts Fire Department Officer to ask for clarification. 	<p>Time action was completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:</p>
<p>Request for additional resources to help with a rescue received. [ICS, Documentation]</p>	<ul style="list-style-type: none"> • Current resource allocations reviewed. • Resources reallocated for rescue. 	<p>Time action was completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:</p>
<p>IC leaves to take care of family. [ICS]</p>	<ul style="list-style-type: none"> • New IC assumes role and continues to coordinate response. 	<p>Time action was completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:</p>

<p align="center">Message/Event</p>	<p align="center">Expected Action</p>	<p align="center">Actual Observed (To be filled in by Evaluators during the exercise)</p>
<p>Late <i>Damage Assessment Form</i> arrives with many new injuries. [ICS, Communications, Triage]</p>	<ul style="list-style-type: none"> • Additional resources allocated for rescue at bus. • Resources are reallocated from SAR to medical treatment area to support incoming injured survivors. 	<p>Time action was completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:</p>
<p>Fire Department Officer requests status update. [ICS, Communications, Documentation]</p>	<ul style="list-style-type: none"> • IC or the Operations Section Chief gives the Fire Department Officer an update. • IC and the Operations Section Chief talk with medical treatment area Team Leader and use documentation to brief Fire Department Officer on the status of survivor conditions. Other documentation is used to share additional information about the incident status. 	<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:

- 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
This exercise helped the CERT identify strengths and weaknesses in the execution of plans, protocols, and procedures.	1	2	3	4	5

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

Strengths: _____

Areas for improvement: _____

- 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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