

Tabletop Exercise #5

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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 tabletop exercise that can be customized to meet local needs.

What Is a Tabletop Exercise?

Tabletop exercises are table-based activities typically held in an informal setting and presented by the Facilitator. There is no hands-on practice or field work. This type of exercise is intended to generate discussion of various issues regarding a hypothetical, simulated emergency. Tabletops can be used to enhance general awareness, validate plans and procedures, rehearse concepts, and/or assess the types of systems needed to guide the prevention of, protection from, mitigation of, response to, and recovery from a defined incident.

Delivered in a low-stress environment, the tabletop exercise offers participants the opportunity to explore different ideas in the context of a real-world scenario. All participants should be encouraged to contribute to the discussion and be reminded they are making decisions in a “no-fault” environment.

Effective facilitation is critical to keeping participants focused on exercise objectives. The Facilitator may ask about the decisions made, including how a decision was reached or what implications a decision might have. The exercise ends either when all actions have been discussed or when the time limit is reached. Participant learning is reinforced and feedback is provided through a hot wash at the conclusion of the exercise.

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

Exercise Overview

“Tabletop Exercise #5”

Hazard: Landslides

Location: Local neighborhood

Duration: 40–60 minutes

Capabilities Exercised:

- Incident Command
- Communications
- Documentation
- Sizeup

Exercise Objectives:

- Validate the plan to establish an Incident Command structure.
- 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:

It's a cold November day and it has been raining heavily for hours. The rains have caused landslides and local flooding. The Fire Department has activated the CERT to help locate survivors and identify emergency situations. Due to other emergencies, local flooding and roads blocked by debris, the Fire Department estimates it may be up to 1 hour before they can have rescue units on scene.

For Exercise Staff

Exercise Synopsis:

This tabletop exercise gives the team the opportunity to:

- Discuss the process it would use to set up an Incident Command structure.
- Develop a plan to respond to a disaster situation with a variety of emergency situations.

The focus of the exercise is on prioritizing actions based on what is known of the situation. The focus is also on documenting actions.

These activities are performed in the context of a scenario where heavy rain has caused landslides and local flooding.

The team first discusses the process for setting up the Command Post and medical treatment area. Then the team develops an initial plan to respond to the situation. Once the initial plan is developed, the Facilitator pauses the exercise to discuss the plan.

After the discussion, the Facilitator passes out *Damage Assessment Forms* with information on the condition of the buildings and survivors. Using this new information, the team then develops a plan for responding to the scenario.

The exercise ends either when all actions have been discussed or the time limit is reached. At the conclusion of the exercise, a hot wash helps participants review what they have learned and provides feedback on the exercise.

Exercise Materials and Staff:

- Facilitator (1 for each group of 7-10)
- Forms:
 - Local Map #1, used during the exercise
 - Local Map #2 (with initial assessment notes), used during the exercise
 - *Damage Assessment Forms*, distributed 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 play three roles for this exercise.

First, the Facilitator will lead and guide the exercise by presenting information. This will keep the exercise moving forward and make sure 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 victim 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.

The Facilitator may want to 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 role of Evaluator is typically assumed by the Facilitator in a tabletop exercise. 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

Step	Action	What to Say/Do
1	Prepare for the exercise.	<ul style="list-style-type: none"> • Make copies of the handouts in the Appendix. The Appendix index indicates how many copies are needed. • Make copies of the one-page Exercise Overview for each participant.
2	If necessary, organize the group into smaller groups of 7-10.	Explain that each small group will go through the exercise together.
3	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 talk through 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.
4	Review the goals of the exercise with all participants.	<p>Explain the goals of the exercise:</p> <ul style="list-style-type: none"> • Validate the plan to establish an Incident Command structure. • 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.

CERT DRILLS AND EXERCISES: TABLETOP EXERCISE #5

Step	Action	What to Say/Do
5	Present the scenario to all participants.	<ul style="list-style-type: none"> • It's a cold January day and it has been raining heavily for hours. The rain has caused landslides and local flooding. • The Fire Department has activated the CERT to help locate survivors and identify emergency situations in their local area. • Due to other emergencies, local flooding, and roads blocked by debris, the Fire Department estimates it may be up to 1 hour before they have rescue units on scene.
6	Hand out copies of Map #1 to each participant. This map does NOT have the damage information on it.	Explain that the map shows the general layout of this part of town, but that little can be seen from the team's current position.
7	Provide initial instructions.	<p>Ask the group how they would:</p> <ul style="list-style-type: none"> • Establish the Incident Command structure. • Choose the location for the Command Post and the medical treatment area. • Develop a plan to respond to the situation as described, including defining roles and assigning tasks. <p>Emphasize that all members of each small group will participate in the decision-making process. Each member should be prepared to make decisions as if he or she is the Incident Commander (IC), Team Leader, or other role of the CERT's Command Post Team.</p>

CERT DRILLS AND EXERCISES: TABLETOP EXERCISE #5

Step	Action	What to Say/Do
8	Pause and discuss the roles and tasks and provide feedback about the group's decisions.	<p>Consider the following in your discussion:</p> <ul style="list-style-type: none"> • Were all appropriate leadership roles filled? • What should you consider when setting up the Command Post and medical treatment area? • If the Incident Commander dispatched a team to do an initial assessment of the area, proceed to Step 9. • If this wasn't done, discuss the consequences of not doing this. Be sure to emphasize team safety.
9	Distribute Map #2 showing the results of the initial assessment and the assessment notes.	<ul style="list-style-type: none"> • Ask the team to review the results of the initial assessment. • How would they assign the Search and Rescue (SAR) groups based on this information? • If the assessment wasn't done initially, ask if the SAR groups would be assigned differently based on this new information.
10	Resume the exercise by distributing all of the <i>Damage Assessment Forms</i> , except for the forms for Houses 8 and 9.	<p>Tell the group that for the purposes of the exercise, assume that there were four SAR groups assigned as follows:</p> <p>Team 1: Houses 1, 2 and 3</p> <p>Team 2: Houses 5, 6 and 7 and the car in the water</p> <p>Team 3: House 4 and the Senior Center</p> <p>Team 4: Houses 8 and 9</p> <p>Instruct the group to:</p> <ul style="list-style-type: none"> • Review the <i>Damage Assessment Forms</i> • Develop a plan for proceeding based on what is now known about the situation.

CERT DRILLS AND EXERCISES: TABLETOP EXERCISE #5

Step	Action	What to Say/Do
	<p>NOTE: The <i>Damage Assessment Forms</i> from Team 4 (Houses 8 and 9) have not been returned. When the group notices this, inform them that Team 4 has not returned. Observe how the group responds to this and provide feedback as appropriate. This provides an opportunity to see how the group will attempt to communicate with the team in the field.</p> <p>If they send a team out to locate Team 4, inform them that Team 4 has been located and one member has suffered a broken leg while climbing over the landslide debris. A stretcher and additional personnel are needed to bring the injured CERT member back to the medical treatment area. Observe and discuss how the group responds to this development.</p>	

CERT DRILLS AND EXERCISES: TABLETOP EXERCISE #5

Step	Action	What to Say/Do
11	Ask the team to develop a plan of action to rescue the survivors.	Explain that the plan of action should address the situation as they now understand it. The IC should be designated and he or she should ask for input from the group as if everyone has a role on the Command Post Team.
12	Observe the discussion and decision-making process.	Review the decisions made by the team and discuss if priorities are based on the needs of the situation and if the team has the capability to achieve its action plan. NOTE: Coaching points are included in Step 17.
13	Review the final rescue plan with the team. Discuss the implications of their decisions as appropriate.	Consider the following in your discussion: <ul style="list-style-type: none"> • Were survivors rescued according to the correct priority? • Were adequate personnel assigned for each rescue operation? • What materials might have been needed for each rescue? Were they available? Where did they come from? • How might the SAR groups have communicated with the IC?
14	The Fire Department calls the IC on his cell phone.	Explain that the Fire Department will have a rescue unit on scene in 5 minutes. They want to know if there are any critical situations that need immediate attention and what is known about the situation. They ask: <ul style="list-style-type: none"> • How many people are trapped or injured? • What was the extent of their injuries? • What is their current situation? • Can the rescue unit access the survivors from the road?

CERT DRILLS AND EXERCISES: TABLETOP EXERCISE #5

Step	Action	What to Say/Do
15	Terminate the exercise when the time has run out, or most of the small groups have developed a final plan of action.	
16	Conduct the hot wash with all participants and staff members.	<ul style="list-style-type: none"> • Since documentation is a key part of every CERT situation, ask specific questions during the hot wash that would likely require the group to refer to documentation for answers. Questions might include: <ul style="list-style-type: none"> ○ How were team members divided into functional teams? ○ What actions were taken and by whom? ○ Why were specific actions taken? ○ When did they do this? ○ What conditions did they find? ○ What did you do next? ○ What worked well and what did not? <p>NOTE: Documentation may be done in a variety of ways – from structured forms, to notes on scrap cardboard, to writing on the back of a hand. The format isn't important, but retaining the information is.</p>
17	Provide coaching to the participants as appropriate.	<p>Coaching points you may want to bring up to the group if not already mentioned include:</p> <ul style="list-style-type: none"> • The two most important goals for team members are: Protect yourself first, and then do the greatest good for the greatest number of people. All other decisions flow from these two considerations. • How did the group acquire additional resources?

CERT DRILLS AND EXERCISES: TABLETOP EXERCISE #5

Step	Action	What to Say/Do
18	Distribute the <i>Participant Feedback Form</i> to the participants as appropriate.	Ask participants to complete the form.
19	Distribute the <i>Facilitator 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 (1 page): 1 copy per participant is distributed during the exercise

Local Map #2 (1 page): 1 copy per participant is distributed during the exercise

Damage Assessment Forms (9 pages): 1 set per team is distributed during the exercise

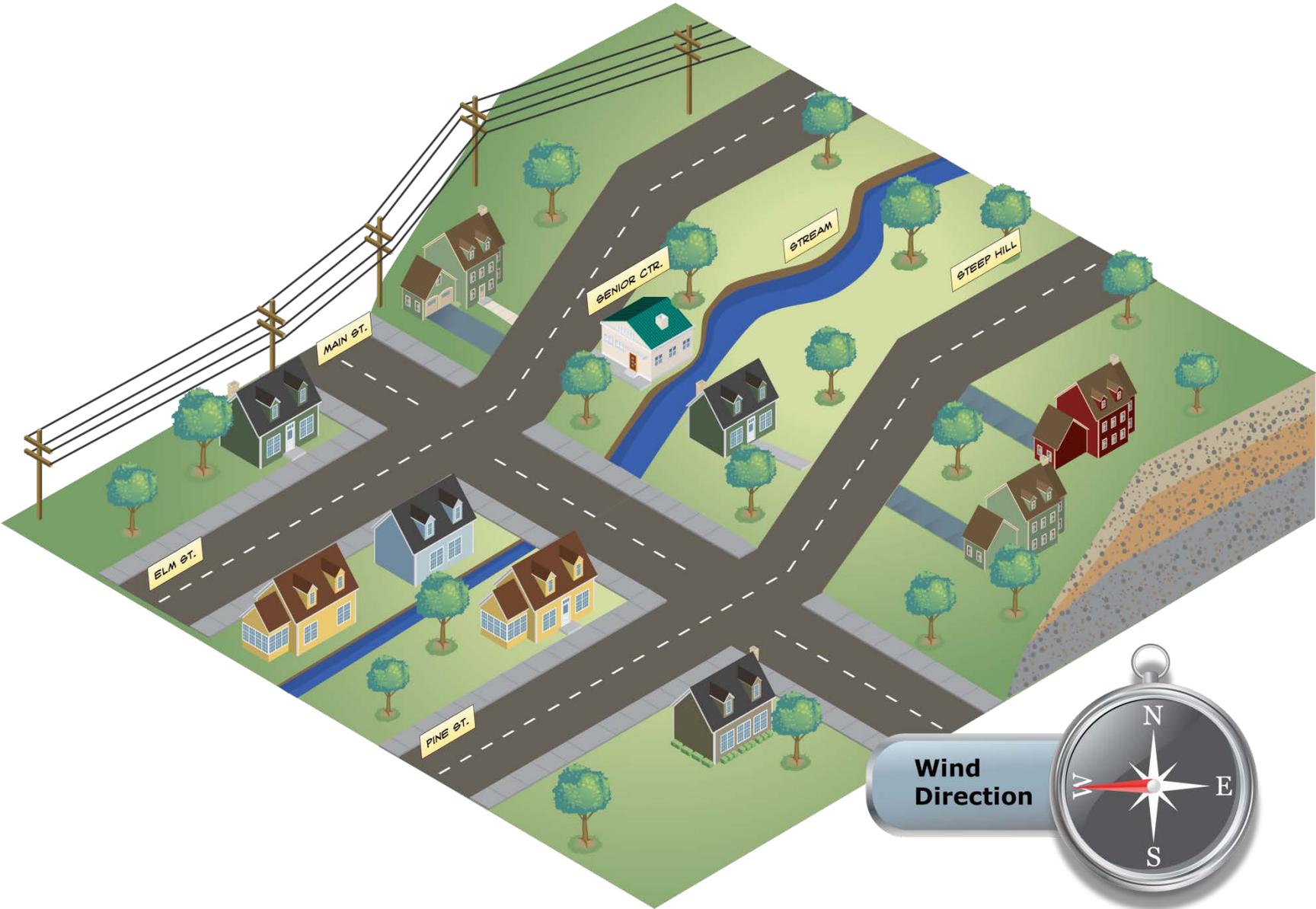
Events and Evaluation Form for Facilitator(s) and Evaluator(s) (5 pages): 1 copy per Facilitator and Evaluator is distributed before the exercise

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

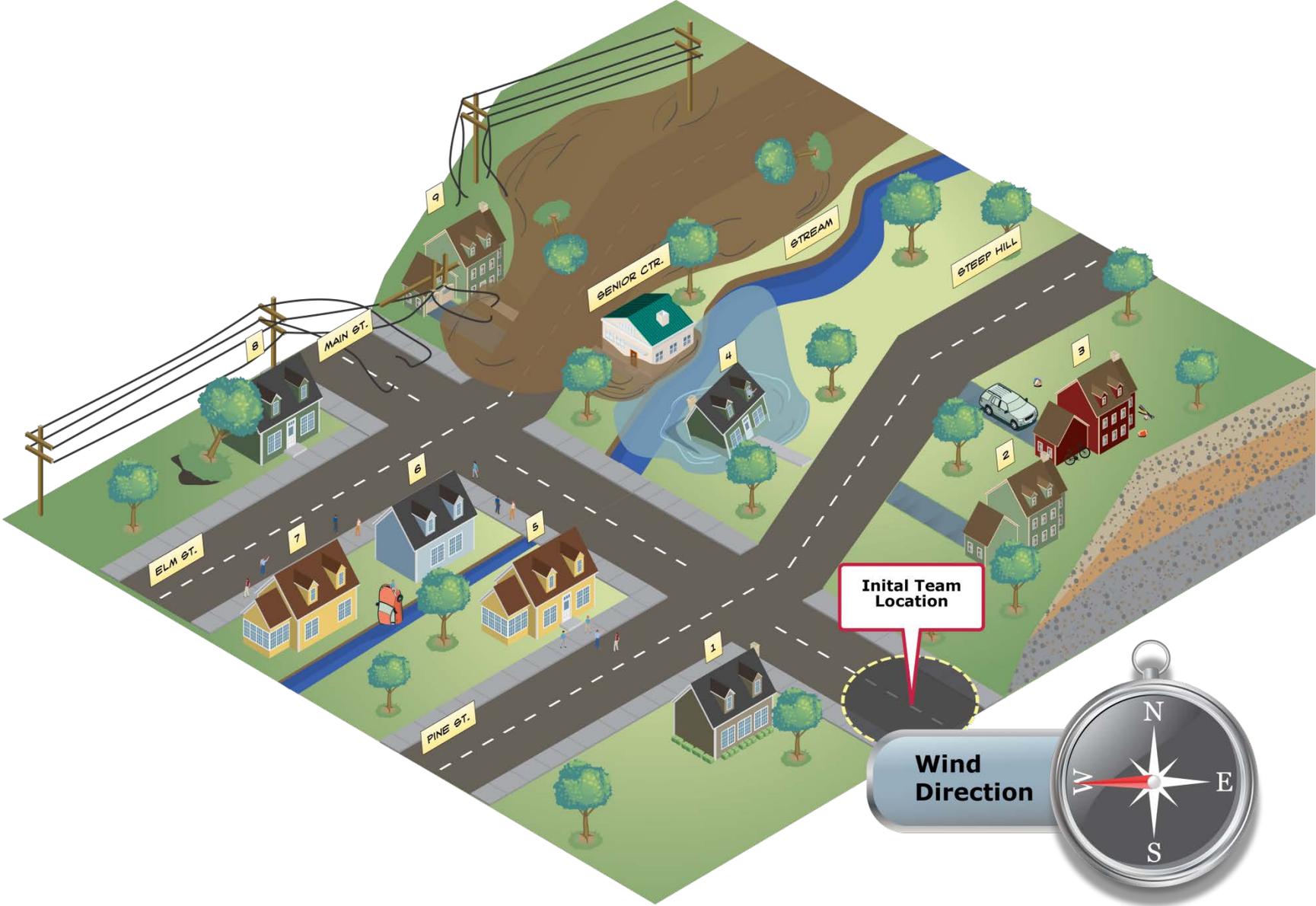
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Local Map #1



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Local Map #2



Initial Assessment on Notepad:

There are a few people wandering around the streets.

There is a partially submerged house at the corner of Pine and Main. There is a man yelling from the second floor window. The water level dropped about a foot while we were doing the assessment.

A landslide has spread debris along the east side of Elm St., blocking the intersection with Main, and has piled up against the house at Elm and Main. The debris has knocked over a power pole - it is now leaning against the other house at Main and Elm. Wires are on the ground and sparking.

The debris from the landslide is about halfway up the walls of the Senior Center.

A car is in the water behind houses 6 and 7. A teenager is trapped on the roof.

DAMAGE ASSESSMENT FORM	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

House appears undamaged

Two elderly people at home. Man is lying on couch in living room. Complaining of severe chest pain with pain radiating down his left arm. Wife said he has a history of heart problems. She called 911 and they told her an ambulance would be there as soon as possible.

CERT MEMBER: John

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DAMAGE ASSESSMENT FORM	CERT	DATE
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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

OBSERVATIONS

House is undamaged. Doors are locked. No response to knocking on the door or shouting. No one is visible through the windows. No car in driveway.

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DAMAGE ASSESSMENT FORM	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

Car in driveway. Kids toys on the lawn. All doors are locked. We can hear a child crying inside, but no response to knocking or shouting.

CERT MEMBER: Sarah	PAGE <u>1</u> OF <u>1</u>
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DAMAGE ASSESSMENT FORM	CERT	DATE
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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	X			X			

OBSERVATIONS

House sits down in a depression. Water level is about half way up the first floor. A man was leaning out the second floor window - told us his wife was in the bathroom on the first floor when the water rose very quickly. He can't get the bathroom door open because there is debris jammed against it and he hasn't been able to get her to respond to him.

CERT MEMBER: Micah	PAGE 1 OF 1
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DAMAGE ASSESSMENT FORM	CERT	DATE
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LOCATION
SENIOR CENTER

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

Landslide debris has completely blocked both doors. We were able to reach someone inside by calling the Center on a cell phone. There are about 15 seniors in the building with four staff. One senior injured her leg when she fell down. Others are scared but not injured. Some of the seniors are starting to panic as they can't get out and are afraid the water will continue to rise. Staff told us if they panic, more of them are likely to be injured.

CERT MEMBER: Steve	PAGE <u>1</u> OF <u>1</u>
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DAMAGE ASSESSMENT FORM	CERT	DATE
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LOCATION
HOUSES 5, 6 AND 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

OBSERVATIONS

Houses are undamaged. Residents of these houses are out on the streets – report no injuries but residents at house 6 report that their 12 year old son is missing.

CERT MEMBER <i>Delicia</i>	PAGE <u>1</u> OF <u>1</u>
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DAMAGE ASSESSMENT FORM	CERT	DATE
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LOCATION
CAR IN WATER BEHIND HOUSES 6 & 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

vehicle has been swept off Main St. by the flood waters. Teenager is standing on the roof. Very scared and cold.

CERT MEMBER: John	PAGE _1_ OF _1_
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DAMAGE ASSESSMENT FORM	CERT	DATE
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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

Debris has collapsed the side wall of the house. We can hear someone screaming inside, but can't see them.

CERT MEMBER: John	PAGE <u>1</u> OF <u>1</u>
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DAMAGE ASSESSMENT FORM	CERT	DATE
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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

Landslide debris has knocked over a power pole - now resting against house roof. Wires on the ground. Debris blocking doors. Woman inside saw us and told us her husband is unconscious. She can't tell if he's breathing or not.

CERT MEMBER: John

PAGE 1 OF 1

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

Message/Event	Expected Action	Actual Observed (To be filled in by Evaluators during the exercise)
Establish incident command. [ICS]	Assign command positions.	Time completed: _____ Completed: Fully ____ Partially ____ Not at all ____ Notes:
Set up Command Post and medical treatment area. [ICS]	Choose appropriate locations for Command Post and medical treatment area.	Time completed: _____ Completed: Fully ____ Partially ____ Not at all ____ Notes:
House 1: Building undamaged, couple inside, man suffering probable heart attack. Ambulance already called. [Sizeup]	Building is safe. No advantage to moving man to medical treatment area, especially since ambulance has been called. Leave people in place, and check back periodically.	Time completed: _____ Completed: Fully ____ Partially ____ Not at all ____ Notes:

Message/Event	Expected Action	Actual Observed (To be filled in by Evaluators during the exercise)
<p>House 2:</p> <p>House undamaged, no response to knocking, no one visible through windows.</p> <p>[Sizeup]</p>	<p>Likely that no one is home.</p> <p>No further action needed.</p>	<p>Time completed: _____</p> <p>Completed: Fully ____ Partially ____ Not at all ____</p> <p>Notes:</p>
<p>House 3:</p> <p>Car in driveway, kids toys on lawn, doors locked, children can be heard crying inside. No one responded to knocking or shouting.</p> <p>[Sizeup]</p>	<p>Probable trapped/injured survivors inside.</p> <p>Send SAR group back to attempt to make contact with children. If unsuccessful, check for open window. If all else fails, break a window, enter building and evaluate situation. This is a priority.</p>	<p>Time completed: _____</p> <p>Completed: Fully ____ Partially ____ Not at all ____</p> <p>Notes:</p>
<p>House 4:</p> <p>House is partially flooded, woman trapped in room on first floor, man on second floor.</p> <p>[Sizeup]</p>	<p>Dangerous environment.</p> <p>Do not enter building. Monitor water level and reassess periodically.</p> <p>May need Fire Department rescue squad to access building.</p>	<p>Time completed: _____</p> <p>Completed: Fully ____ Partially ____ Not at all ____</p> <p>Notes:</p>

Message/Event	Expected Action	Actual Observed (To be filled in by Evaluators during the exercise)
<p>Senior Center: Doors are blocked by debris. 15 seniors inside. One injury. Starting to panic. [Sizeup]</p>	<p>Potentially dangerous environment. Assess status of building for structural damage. If not heavily damaged, assess debris for safe removal. If safe, remove, enter building, and evaluate survivors. If not safe, wait for Fire Department rescue squad.</p>	<p>Time completed: _____ Completed: Fully ____ Partially ____ Not at all ____ Notes:</p>
<p>Houses 5, 6, and 7: Houses undamaged, residents on the streets. Missing child. [Sizeup]</p>	<p>Ask if residents would be willing to search the neighborhood for the child.</p>	<p>Time completed: _____ Completed: Fully ____ Partially ____ Not at all ____ Notes:</p>
<p>Car in the water behind Houses 6 and 7: Car in water, teenager on roof. [Sizeup]</p>	<p>Very dangerous situation. Do not attempt rescue. Wait for Fire Department.</p>	<p>Time completed: _____ Completed: Fully ____ Partially ____ Not at all ____ Notes:</p>

Message/Event	Expected Action	Actual Observed (To be filled in by Evaluators during the exercise)
<p>House 8: Wall collapsed, injured survivor inside. [Sizeup]</p>	<p>Heavy damage. Do not enter building. Not a priority.</p>	<p>Time completed: _____ Completed: Fully ____ Partially ____ Not at all ____ Notes:</p>
<p>House 9: Power pole down, wires on ground. Doors blocked by debris. Unconscious survivor inside. [Sizeup]</p>	<p>Very dangerous situation. Do not attempt rescue. Wait for Fire Department.</p>	<p>Time completed: _____ Completed: Fully ____ Partially ____ Not at all ____ Notes:</p>
<p>Prioritize incidents. Develop action plan to respond to situation. [ICS]</p>	<p>Assign team to do initial assessment. Assign SAR groups based on results of initial assessment.</p>	<p>Time completed: _____ Completed: Fully ____ Partially ____ Not at all ____ Notes:</p>

Message/Event	Expected Action	Actual Observed (To be filled in by Evaluators during the exercise)
All pertinent actions are documented. [Documentation]	Documentation is clear and concise and ready to be shared with Fire Department upon request.	

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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
This exercise helped the CERT identify strengths and weaknesses in the execution of plans, protocols, and procedures.	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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