

Full-Scale Exercise #4

[This page intentionally left blank]

Table of Contents

CERT Drills and Exercises	1
What Is a Full-Scale Exercise?	1
Exercise Overview.....	2
For Exercise Staff.....	4
Lead Facilitator Guidelines.....	13
Appendix	25
Facilitator/Evaluator Briefing	
Exercise Overview	
<i>CERT Member and Volunteer Victims and Actors Sign-In Sheets</i>	
<i>Sample Victim Injury Cards</i>	
<i>Incident/Assignment Tracking Log</i>	
<i>Victim Treatment Area Record</i>	
<i>Damage Assessment Form</i>	
<i>General Message Form</i>	
<i>Events and Evaluation Form for Lead Facilitator and Evaluator</i>	
<i>Events and Evaluation Form for Facilitator(s) and Evaluator(s)</i>	
<i>Events and Evaluation Form for Medical Treatment Area Facilitator and Evaluator</i>	
<i>Facilitator/Evaluator Feedback Form</i>	
<i>Participant Feedback Form</i>	
<i>After Action Report Form</i>	

How to Use This Document

This document provides the Lead Facilitator 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 For Exercise Staff and Lead Facilitator Guidelines sections, as well as the supporting documents.
4. Use the For Exercise Staff section to plan the exercise.
5. Use the Lead Facilitator Guidelines to conduct the exercise.
6. Using the instructions provided, make copies of the supporting documents for participants and Facilitators/Evaluators.
7. Make copies of the *Participant Feedback Form* and ask participants to complete it after the exercise.
8. Complete the *Facilitator/Evaluator Feedback Form* after the exercise.
9. Complete the *After Action Report Form* after the exercise.

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 full-scale exercise that can be customized to meet local needs.

What Is a Full-Scale Exercise?

Full-scale exercises are typically the most complex and resource-intensive type of exercise because they are staged in a realistic field environment and involve many participants. Full-scale exercises give the team an opportunity to practice and validate their plans, policies, and a wide variety of the skills covered in *CERT Basic Training*. Volunteers play the role of victims and moulage is used to add realism. These exercises may involve other agencies, although role-players representing other agencies can be used if desired.

Full-scale exercises begin with a description of the scenario. An Incident Commander (IC) and Incident Command Post Team serve at the Incident Command Post and other participants organize into functional teams to size up the situation and complete tasks as assigned. Personnel and resources may be mobilized and deployed to the scene where actions would be conducted, as if a real incident had occurred. The full-scale exercise simulates reality by presenting complex and realistic problems that require critical thinking, rapid problem solving, and effective responses by trained personnel.

The exercise site for a full-scale exercise may require a large indoor and/or outdoor space, and site logistics require planning. Safety issues, particularly regarding the use of props and special effects, must be monitored. Throughout the duration of the exercise, many activities occur simultaneously and numerous Facilitators and Evaluators are needed. 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.citizencorps.gov/cert and click on CERT Exercises.

Exercise Overview

“Full-Scale Exercise #4”

Hazard: Severe storm

Location: Local park

Duration: 3-6 hours

Capabilities Exercised:

- Incident Command System
- Communications
- Search techniques – interior
- Search techniques – exterior
- Medical triage
- Splinting and bandaging
- Rescue procedures
- Patient transport
- Documentation
- Sizeup

Exercise Objectives:

- Assess the process for establishing a command structure.
- Assess plans and protocols for communicating between the CERT and professional responders, between the CERT Command Post and the field, and among team members.
- Evaluate plans for conducting interior searches.
- Evaluate plans for conducting exterior searches.
- Evaluate the process for assessing and prioritizing victim conditions.
- Assess the procedures for treating and stabilizing wounds.
- Evaluate procedures for debris removal and victim extrication.
- Assess patient transport procedures.
- Evaluate methods for documenting actions taken.
- Validate the decision-making process to prioritize incidents.

Scenario:

At 6:30 on a Friday evening high winds from a tornado (or severe thunderstorm) hit the town.

There was a celebration going on at the park and many people were attending. When the storm hit, people scattered and ran for shelter. Some reached buildings; others did not. Buildings have been damaged and there are victims both in the buildings and around the park.

People have been injured by flying debris and trapped under fallen debris. The Fire Department is responding to other areas and has requested that the local CERT help with searching the park, locating and treating victims, and bringing them to a medical treatment area.

For Exercise Staff

Exercise Synopsis:

The exercise begins with a description of the emergency situation. Following this, the team proceeds through a complete scenario, which involves establishing an Incident Command structure, a medical treatment area, and Search and Rescue (SAR) groups. The SAR groups search buildings and outdoor areas, identify hazards, triage victims, and apply lifesaving interventions. Victims are then transported to a medical treatment area for head-to-toe assessments and treatment.

These activities are performed in a scenario where buildings in a park have been damaged and people injured as the result of a severe storm.

NOTE: While this exercise presents specific details for facilitating the exercise, many of these can be modified to fit the local environment. Feel free to modify the exercise to meet your community's needs. The only constants should be ensuring participant safety and creating a good learning experience.

Planning Considerations:

This table describes the factors that will need to be considered when planning the exercise.

Item	Factors to Consider
Time of year	<ul style="list-style-type: none">• What will the temperature be?• What is the weather likely to be?• How many hours of daylight will you have?
Number of teams/people participating	<ul style="list-style-type: none">• How many team members do you have? Are there enough for a good exercise?• How many SAR groups do you want and how many people should be in each group?• Do you want to mix members of different CERT programs?

CERT DRILLS AND EXERCISES: FULL-SCALE EXERCISE #4

Item	Factors to Consider
Exercise site	<p>You will need a park or other area with both indoor and outdoor areas that can be used to simulate the disaster.</p> <ul style="list-style-type: none"> • Does it have space for a Command Post, a medical treatment area, and one location for each SAR group? [NOTE: There should be 3-4 SAR group locations, as well as people wandering around who will need to be evacuated]. <ul style="list-style-type: none"> ○ 1 area loaded with victims ○ 1 area with just a few victims ○ 1-2 areas with a moderate number of victims • Is there a place to set up food and water? • Is there a place to set up portable toilets? • How many other people will you have to work around at the site?
Parking	<ul style="list-style-type: none"> • Where will participants park? • Is there adequate capacity? • Do you need parking lot assistants?
Food and water	<p>You will need food and water for all players, victims, actors, and exercise staff.</p> <ul style="list-style-type: none"> • What will be provided? • Who will provide it? • Who will set it up, distribute it, and clean it up?
Exercise staff	<ul style="list-style-type: none"> • Can you get enough Facilitators, Evaluators, and Safety Officers to have one of each at each location (Command Post, medical treatment area, and SAR group locations)? You should have the following exercise staff: <ul style="list-style-type: none"> ○ Lead Facilitator (1) ○ Facilitators (1 per location: Command Post, medical treatment area, SAR group locations)

CERT DRILLS AND EXERCISES: FULL-SCALE EXERCISE #4

Item	Factors to Consider
	<ul style="list-style-type: none"> ○ Evaluators (1 per location: Command Post, medical treatment area, SAR group locations) ○ Safety Officers (1 per location: Command Post, medical treatment area, SAR group locations) ○ CERT Public Information Officer to handle media, if invited. [NOTE: This exercise takes place in a public park or other public open space. This will give your team great public exposure. Consider appointing a Public Information Officer to handle media and public inquiries]. <ul style="list-style-type: none"> ● Who is responsible for planning and coordinating what tasks? ● Who will serve what roles during the exercise? ● When will you schedule a pre-meeting with the Facilitators, Evaluators, and Safety Officers to brief them?
Victims and actors	<ul style="list-style-type: none"> ● How many volunteers do you need? (see Exercise Site above for recommendations) ● Can you get enough volunteers, or will you have to substitute some mannequins or cutouts? ● Who will do moulage for the volunteer victims?
Exercise materials	<ul style="list-style-type: none"> ● Clipboards: one for each Facilitator and Evaluator ● Materials for use in the medical treatment area: <ul style="list-style-type: none"> ○ Splinting ○ Bandaging ● Materials for use in rescue operations: <ul style="list-style-type: none"> ○ Blankets or stretchers ○ Chairs ○ Levers and cribbing material ● Wood, furniture, and other materials to simulate interior damage to the buildings and trapped victims

CERT DRILLS AND EXERCISES: FULL-SCALE EXERCISE #4

Item	Factors to Consider
	<ul style="list-style-type: none"> • A cable to simulate a downed electrical wire • Small (5x7 inches) printed sign saying “This victim has died.” • Portable toilets
Exercise documents	<p>Make copies of the following (all except the map are included in the Appendix):</p> <ul style="list-style-type: none"> • Facilitator/Evaluator Briefing: 1 copy per Facilitator and Evaluator • Exercise Overview: 1 copy per participant • <i>CERT Member and Volunteer Victims and Actors Sign-In Sheets</i> • Map of the park (optional) • <i>Sample Victim Injury Cards</i>: 1 card per victim volunteer • <i>Incident/Assignment Tracking Log</i>: 3-4 copies, used at the Command Post • <i>Victim Treatment Area Record</i>: 8-10 copies, for the medical treatment area • <i>Damage Assessment Form</i>: 2-3 copies per SAR group • <i>General Message Form</i>: 2-3 copies per SAR group • <i>Events and Evaluation Form for Lead Facilitator and Evaluator</i>: 1 copy per Command Post Facilitator and Evaluator • <i>Events and Evaluation Form for Other Facilitator(s) and Evaluator(s)</i>: 1 copy per Facilitator and Evaluator • <i>Events and Evaluation Form for Medical Treatment Area Facilitator and Evaluator</i>: 1 copy per medical treatment area Facilitator and Evaluator • <i>Facilitator/Evaluator Feedback Form</i>: 1 copy per Facilitator and Evaluator

CERT DRILLS AND EXERCISES: FULL-SCALE EXERCISE #4

Item	Factors to Consider
	<ul style="list-style-type: none">• <i>Participant Feedback Form</i>: 1 copy per participant• <i>After Action Report Form</i>: 1 copy per Facilitator
Event clean-up	<ul style="list-style-type: none">• Who will do it?• Where will trash be taken?

Exercise Staff Roles:

NOTE: Separate descriptions are provided for Facilitator, Evaluator, and Safety Officer. Manpower constraints may require that two of the roles be combined at a location. One person should NOT do all three roles.

There are two types of Facilitators:

- The Lead Facilitator will stay at the Command Post.
- Other Facilitators will monitor the other exercise locations, e.g., the medical treatment area and the SAR group locations.

1. Lead Facilitator

The Lead Facilitator will serve the traditional role of an Exercise Controller and will have several key responsibilities during the exercise. The Lead Facilitator will play five roles.

First, the Lead Facilitator will assign roles to exercise staff and brief them on the details of the exercise.

Second, the Lead Facilitator will lead and guide the exercise by presenting information at the Command Post. He or she will follow the Lead Facilitator Guidelines to keep the exercise moving forward. He or she will provide messages to the exercise participants to ensure key decision points in the exercise are reached.

Third, the Lead Facilitator will observe and coach. In this role, he or she will observe the actions of exercise participants and be on the alert for potential safety issues. If the Lead Facilitator observes a safety concern, he or she may need to intervene and stop the exercise. If a group is struggling to make a decision or making numerous incorrect decisions, then the Facilitator may provide coaching tips.

The Lead Facilitator may also intervene to help the team members at the Command Post clarify their decision making by asking questions about their thought process and the factors they considered in making choices.

Fourth, the Lead 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 Lead 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 Lead 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.

Fifth, the Lead Facilitator will wrap up the exercise, overseeing clean-up and ensuring that all players and volunteers are accounted for.

2. *Facilitators*

Two of the Facilitator's roles are similar to those of the Lead Facilitator, but they are carried out at the location of one of the SAR groups.

First, the Facilitator will set up his or her location. This includes placing the victims.

Second, the Facilitator will lead and guide the exercise by presenting information at the SAR group location. He or she will provide messages to the exercise participants to ensure key decision points in the exercise are reached.

Third, the Facilitator will observe and coach. In this role, he or she will observe the actions of exercise participants and be on the alert for potential safety issues. If the Facilitator observes a safety concern, he or she may need to intervene and stop the exercise. If a group is struggling to make a decision or making numerous incorrect decisions, then the Facilitator may provide coaching tips.

The Facilitator may also intervene to help the team members at the SAR group location clarify their decision making by asking questions about their thought process and the factors they considered in making choices.

Fourth, the Facilitator will collect any victim and actor volunteers at the conclusion of the exercise and invite them to attend the hot wash.

3. *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 his or her area. 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.

4. *Safety Officer*

Every location (Command Post, medical treatment area, SAR group location) should have a Safety Officer. This role may be performed by a Facilitator or Evaluator if staff is limited.

5. *Victim and Actor Volunteers*

Victim volunteers are needed. They should be placed throughout the park and the building. The number of victim volunteers will vary depending on the size of your group. A recommended ratio is 15-20 victim volunteers to a group of 30 CERT members.

In addition, you will need three actors.

- A person in a car
- An insistent mother
- A seriously injured victim who dies

Be sure to account for all victim and actor volunteers at the end of the exercise.

CERT DRILLS AND EXERCISES: FULL-SCALE EXERCISE #4

Suggested Exercise Schedule:

A blank Exercise Schedule Template is included in the Facilitator/Evaluator Briefing in the Appendix.

Time	Personnel	Activity
MM/DD/YYYY		
0730	Facilitators/Evaluators	Arrive on site and participate in briefing
0800	Selected Facilitators and exercise staff members	Exercise site setup
0830	Participants (players, victims, actors, other volunteers)	Registration
0830	Facilitators	Communications check
0845	Participants	Player briefing
0900	All	Report to various locations
0915	All	Start of exercise
1200	All	End of exercise
Immediately after the exercise	Participants, Facilitators, Evaluators	Hot wash
1300	Facilitators/Evaluators	Event debriefing

Player Briefing:

The following information should be provided to participants prior to the start of the exercise. The goal of the briefing is to ensure that participants are comfortable and prepared for a safe, instructive, and enjoyable learning experience.

- **Welcome**
- **Review scenario**
 - At 6:30 on a Friday evening high winds from a tornado (or severe thunderstorm) hit the town.
 - There was a celebration going on at the park and many people were attending. When the storm hit, people scattered and ran for shelter. Some reached buildings; others did not. Buildings have been damaged and there are victims both in the buildings and around the park.

- People have been injured by flying debris and trapped under fallen debris. The Fire Department is responding to other areas and has requested that the local CERT help with searching the park, locating and treating victims, and bringing them to a medical treatment area.
- **Review rules of play**
 - Safety is our paramount concern. Follow your CERT training and remember that this is just an exercise. Be safe at all times. If you have questions about the exercise or potential actions, ask a Facilitator or Evaluator. These will be people wearing *(insert appropriate information here)*.
 - The exercise will take place *(Insert a description of the boundaries of the exercise area. Be very clear about what is in-bounds and what is out-of-bounds.)*
 - The exercise will begin shortly and will continue until either all victims have been rescued or time is up.
 - The exercise will be terminated by THREE LONG WHISTLE BLASTS.
 - The same signal will be used if we need to terminate the exercise early.
 - Return to the *(insert location)* at the end of the exercise.
- **Review communications protocols**
 - Use the procedures you learned during your training to communicate with each other during the exercise.
 - If you need to communicate with staff, find a Facilitator or Evaluator.
 - Should you need to communicate something outside the scope of the exercise, preface your statement with “Real world . . .” So, for example, if you have twisted your ankle, say “Real world . . . I’ve twisted my ankle and need medical attention.”
 - If a Facilitator or Evaluator needs to communicate with you outside the scope of the exercise, he or she will say “Real world: Facilitator says . . .” So, for example, if the Facilitator or Evaluator observed an unsafe carry technique, he or she would say “Real world: Facilitator says STOP.”
 - If the exercise needs to be called off, the signal will be THREE LONG BLASTS on a whistle. At this point, all players would return to the *(insert proper location)*.

Lead Facilitator Guidelines

Step	Action	What to Say/Do
<p align="center">1</p>	<p>Prepare for the exercise.</p>	<ul style="list-style-type: none"> • See the Planning Considerations section for details. • Have victims and disaster props in place. Make sure that at least one of the victims has serious injuries. • Position a mannequin under a heavy object suitable for lifting and cribbing. Attach an injury tag to the mannequin with the following information: <ul style="list-style-type: none"> ○ Both legs deformed ○ Breathing once every 1 second ○ Not responsive to questions ○ Color returns to finger tips in 3 seconds • Position lifting and cribbing materials nearby. • Prepare role-players. <ul style="list-style-type: none"> ○ Position one victim in a car and place the simulated electrical cable over the car. Instruct the victim that he should play the following role: <ul style="list-style-type: none"> ▪ He is unharmed, but terrified. ▪ He wants to get out of the car and will only stay in the vehicle if a team member stays and reassures him. ▪ If the team members leave, he should begin to get out of the car. ○ Prepare one role-player to play the role of a distraught mother. When told to by the Facilitator, she should approach the Command Post Team and be very insistent about sending someone to look for her child.

CERT DRILLS AND EXERCISES: FULL-SCALE EXERCISE #4

Step	Action	What to Say/Do
2	Introduce the exercise to all participants.	<p>Distribute the two-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 for the team to practice most of the skills covered in <i>CERT Basic Training</i> in a realistic environment. • To improve CERT's operational performance by practicing and validating policies, plans, procedures, and training in the risk-free environment of an exercise.
3	Review the goals of the exercise with all participants.	<p>Explain the goals of the exercise.</p> <ul style="list-style-type: none"> • Assess the process for establishing a command structure. • Assess plans and protocols for communicating between the team and professional responders, between the CERT Command Post and the field, and among team members. • Evaluate plans for conducting interior searches. • Evaluate plans for conducting exterior searches. • Evaluate the process for assessing and prioritizing victim conditions. • Assess the procedures for treating and stabilizing wounds. • Evaluate procedures for debris removal, lifting and cribbing, and victim extrication. • Assess patient transport procedures. • Evaluate methods for documenting actions taken. • Validate the decision-making process to prioritize incidents.

CERT DRILLS AND EXERCISES: FULL-SCALE EXERCISE #4

Step	Action	What to Say/Do
4	Review safety protocols with all participants. (See Player Briefing: rules of play and communications protocols)	<p>Ask the participants:</p> <ul style="list-style-type: none">• Does everyone have the appropriate equipment they need to participate (e.g., goggles, N95 dust mask, medical gloves, work gloves, boots, etc.)? <p>Explain the protocols to communicate safety issues during the exercise.</p> <ul style="list-style-type: none">• “REAL WORLD: FACILITATOR SAYS STOP” is how the Facilitator or other exercise staff may stop the exercise.• For example, if staff were to observe players carrying a victim in an unsafe manner, the exercise would be stopped temporarily and the safety issue would be addressed.• If the exercise needs to be called off due to an emergency, the signal will be THREE LONG WHISTLE BLASTS.• The Facilitator may also stop the exercise for the purpose of coaching the participants. For example, if team members 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, the Facilitator may coach the team to work through the decision-making process with the members.

CERT DRILLS AND EXERCISES: FULL-SCALE EXERCISE #4

Step	Action	What to Say/Do
5	Facilitate the exercise at the Command Post.	<p>Your role in this exercise will be as facilitator, observer, and coach.</p> <ul style="list-style-type: none">• Facilitate by providing messages that require the Incident Commander (IC) to take action.• Observe to ensure safety for both victims and team members.• Coach when necessary.• Take notes on decisions made and actions taken so you can refer to them later.
6	Present the scenario to all participants.	<ul style="list-style-type: none">• At 6:30 on a Friday evening high winds from a tornado (or severe thunderstorm) hit the town.• There was a celebration going on at the park and many people were attending. When the storm hit, people scattered and ran for shelter. Some reached buildings; others did not. Buildings have been damaged and there are victims both in the buildings and around the park.• People have been injured by flying debris and trapped under fallen debris. The Fire Department is responding to other areas and has requested that the local CERT help with searching the park, locating and treating victims, and bringing them to a medical treatment area.

CERT DRILLS AND EXERCISES: FULL-SCALE EXERCISE #4

Step	Action	What to Say/Do
7	<p>Provide initial instructions and distribute the following forms:</p> <ul style="list-style-type: none"> • <i>Incident/Assignment Tracking Log</i> • <i>Victim Treatment Area Record</i> • <i>Damage Assessment Form</i> • <i>General Message Form</i> 	<p>Instruct the group to:</p> <ul style="list-style-type: none"> • Establish a command structure. • Choose the location for the medical treatment area. <p>Distribute the forms:</p> <ul style="list-style-type: none"> • <i>Incident/Assignment Tracking Log</i> to the IC • <i>Victim Treatment Area Record</i> to the medical treatment area Team Leader • Blank <i>Damage Assessment Forms</i> and <i>General Message Forms</i> to the SAR groups
8	<p>Hand out a local map to participants.</p>	<p>If a map was prepared in advance, hand it out. If not, the team may want to construct a map of its own.</p>
9	<p>Provide messages to the IC as appropriate.</p> <p>Time and pace your messages to complement the flow of the exercise. The messages and responses are detailed in Steps 10-16.</p> <p>Observe and evaluate the exercise.</p>	<p>The purpose of a message is to provide a simulated event that forces the team to make decisions that test objectives.</p> <p>Be alert for potential safety issues, and be prepared to step in if necessary.</p>

CERT DRILLS AND EXERCISES: FULL-SCALE EXERCISE #4

Step	Action	What to Say/Do
10	<p>Start the exercise.</p> <p>Tell the IC that you are the Fire Department Special Ops Battalion Chief. Say:</p> <p><i>I need a damage assessment report as soon as possible. Find out the number of injured victims and the general extent of their injuries.</i></p>	<p>Expected Response:</p> <ul style="list-style-type: none"> • The IC should develop a plan to conduct an initial damage assessment and find and triage victims. • The IC should then dispatch SAR groups to collect conduct initial damage assessments and ask them to report back quickly. <p>NOTE: A Facilitator and Evaluator should be stationed at each group location.</p>
11	<p>The reports come in from the SAR groups.</p>	<p>Expected Response:</p> <p>The IC prepares and delivers a report to the Special Ops Battalion Chief. The report details:</p> <ul style="list-style-type: none"> • The number of buildings damaged and the level of structural damage. • The number of injured victims and their status. <p>The IC and Command Post Team develop an action plan and reallocate resources to conduct rescue operations.</p> <ul style="list-style-type: none"> • Additional members may be required to rescue the mannequin trapped under debris. • A team member may need to be dispatched to stay with the victim trapped in his car by the electrical cable. <p>NOTE: Once a team member has been dispatched and arrives to stay with the victim trapped in his car; the Facilitator, victim, and team member can all be released from that site.</p>

CERT DRILLS AND EXERCISES: FULL-SCALE EXERCISE #4

Step	Action	What to Say/Do
12	Tell the actor playing the insistent, distraught mother to begin her role.	<p>Expected Response:</p> <p>The Command Post Team responds appropriately to the mother by addressing her concerns and perhaps asking her to help out in the medical treatment area.</p>
13	After CERT members have begun assessing and treating the seriously injured victims, volunteers at the medical treatment area place the small sign that says "This victim has died." Explain to the actor that he or she should play dead.	<p>Expected Response:</p> <p>The medical treatment area team should notice that a victim has died, cease treatment, remove the body from the medical treatment area, and place it in the morgue area.</p>
14	<p>After a number of victims have been transported to the medical treatment area, the Battalion Chief tells the IC:</p> <p><i>I need a current status report on:</i></p> <ul style="list-style-type: none"> • <i>The number of victims transported to the medical treatment area and their conditions.</i> • <i>The number of victims remaining to be rescued and their conditions.</i> 	<p>Expected Response:</p> <p>The IC works with the Operations Section Chief and the medical treatment area Team Leader to develop a report and delivers it to the Battalion Chief.</p>

CERT DRILLS AND EXERCISES: FULL-SCALE EXERCISE #4

Step	Action	What to Say/Do
15	Tell the IC that a message has come from the Battalion Chief that the National Weather Service has issued a warning of a second severe storm approaching the area. It is expected to arrive within 20 minutes.	<p>Expected Response:</p> <p>The IC issues the command to recall all search teams. Teams should bring as many remaining victims as they can bring to the medical treatment area. The medical treatment area should be relocated if it is not a sheltered area that can handle the storm.</p>
16	<p>As the Battalion Chief, tell the IC:</p> <p><i>With this storm coming in, I need you to verify that all your team members are back and accounted for. I also need to know if there are any victims still awaiting rescue.</i></p>	<p>Expected Response:</p> <p>The IC works with the Command Post Team to verify that all team members are back at the Command Post and that all remaining victim locations are documented.</p>
	The next 3 messages are optional. They can be used at the Facilitator's discretion, depending on the pacing of the exercise.	

CERT DRILLS AND EXERCISES: FULL-SCALE EXERCISE #4

Step	Action	What to Say/Do
	<i>Tell the IC that the Operations Section Chief has just learned that his or her spouse has not been able to reach him or her, but that his or her child has had an accident at home and has sustained a minor injury.</i>	<p>Expected Response:</p> <p>The Operations Section Chief is replaced with another team member. He or she provides a briefing to the new Operations Section Chief. He or she leaves to take care of his or her family.</p>
	<i>Tell the Operations Section Chief that the Fire Department has a rescue team available and needs to know what their top priority rescue situation is.</i>	<p>Expected Response:</p> <p>The Operations Section Chief and the IC use documentation to assess rescue priorities.</p>
	<i>Tell a member of the Command Post Team that a reporter with the local TV news station has approached the team and is insisting on speaking with the IC.</i>	<p>Expected Response:</p> <p>The reporter is referred to the CERT Public Information Officer and the operation of the Command Post Team is not interrupted.</p>
18	Terminate the exercise.	<ul style="list-style-type: none"> • When all victims have been rescued, or the time has run out, terminate the exercise. • Make sure that all victim and actor volunteers have been accounted for and that all team members are present. • Thank all participants and invite them to the hot wash.

CERT DRILLS AND EXERCISES: FULL-SCALE EXERCISE #4

Step	Action	What to Say/Do
19	Conduct the hot wash with all participants and staff members.	<ul style="list-style-type: none"> • When the exercise has run its course, conduct the hot wash. The purpose of the hot wash is to reinforce learning by helping participants evaluate their own decision making. To do this, it is best to balance asking participants why they made the choices they did and what they learned, and providing additional information and coaching. • NOTE: You may want to consider having the victim and actor volunteers participate in the hot wash. They have a unique perspective on the exercise and can provide useful insights to the process. • Questions you may want to bring up to the group include: <ul style="list-style-type: none"> ○ What challenges did the Command Post Team face at the beginning of the exercise? How were they addressed? ○ As the exercise progressed, did the Command Post Team face any additional challenges? ○ What challenges did the SAR groups face while searching the buildings? ○ During the search and rescue operation, what worked well? What could have been done better? ○ What challenges did the medical treatment area team face and how were they addressed?

CERT DRILLS AND EXERCISES: FULL-SCALE EXERCISE #4

Step	Action	What to Say/Do
		<ul style="list-style-type: none"> • Since documentation is a key part of every CERT response, ask specific questions during the hot wash that would likely require the IC 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 certain actions taken? ○ What conditions did the search teams find? ○ What did you do next? ○ How did you manage accountability? ○ How did you track victims? ○ How did the team members communicate with the team IC? ○ How were citizens controlled or utilized? ○ How did you interface with the Fire Department? <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>
20	Distribute the <i>Participant Feedback Form</i> to all participants.	Ask participants to complete the form.
21	Distribute the <i>Facilitator/Evaluator Feedback Form</i> .	Ask all Facilitators/Evaluators to complete the form.

[This page intentionally left blank]

Appendix

[This page intentionally left blank]

Index of Forms and Materials

Facilitator/Evaluator Briefing (2 pages): 1 copy per Facilitator and Evaluator is distributed before the exercise

Exercise Overview (2 pages): 1 copy per participant is distributed at the beginning of the exercise

CERT Member and Volunteer Victims and Actors Sign-In Sheets (2 pages each): 1 copy of each is distributed to the sign-in area before the exercise

Sample Victim Injury Cards (3 pages): 1 card per victim volunteer is used to prepare victims prior to the exercise

Incident/Assignment Tracking Log (1 page): 3-4 copies are used at the Command Post and distributed during the exercise

Victim Treatment Area Record (1 page): 8-10 copies are used at the medical treatment area during the exercise

Damage Assessment Form (1 page): 2-3 copies per SAR group are distributed during the exercise

General Message Form (1 page): 2-3 copies per SAR group are distributed during the exercise

Events and Evaluation Form for Lead Facilitator and Evaluator (5 pages): 1 copy per Command Post Facilitator and Evaluator is distributed before 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

Events and Evaluation Form for Medical Treatment Area Facilitator and Evaluator (3 pages): 1 copy per medical treatment area 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

After Action Report Form (4 pages): 1 copy per Facilitator is distributed after the exercise

[This page intentionally left blank]

Facilitator/Evaluator Briefing

[To be given to Facilitators and Evaluators prior to the start of the exercise]

A full-scale exercise gives CERTs an opportunity to implement a wide range of emergency response procedures in a realistic but safe environment.

The exercise begins with a description of the emergency situation. Following this, the team proceeds through a complete scenario, which involves establishing an Incident Command structure, a medical treatment area, and Search and Rescue (SAR) groups. The SAR groups search buildings and outdoor areas, identify hazards, triage victims, and apply lifesaving interventions. Victims are then transported to a medical treatment area for head-to-toe assessments and treatment.

These activities are performed in a scenario where buildings in a park have been damaged and people injured as the result of a severe storm.

Scenario:

At 6:30 on a Friday evening high winds from a tornado (or severe thunderstorm) hit the town.

There was a celebration going on at the park and many people were attending. When the storm hit, people scattered and ran for shelter. Some reached buildings; others did not. Buildings have been damaged and there are victims both in the buildings and around the park.

People have been injured by flying debris and trapped under fallen debris. The Fire Department is responding to other areas and has requested that the local CERT help with searching the park, locating and treating victims, and bringing them to a medical treatment area.

Exercise Objectives:

- Assess the process for establishing a command structure.
- Assess plans and protocols for communicating between the CERT and professional responders, between the CERT Command Post and the field, and among team members.
- Evaluate plans for conducting interior searches.
- Evaluate plans for conducting exterior searches.
- Evaluate the process for assessing and prioritizing victim conditions.
- Assess the procedures for treating and stabilizing wounds.
- Evaluate procedures for debris removal and victim extrication.
- Assess patient transport procedures.
- Evaluate methods for documenting actions taken.
- Validate the decision-making process to prioritize incidents.

Exercise Overview

“Full-Scale Exercise #4”

Hazard: Severe storm

Location: Local park

Duration: 3-6 hours

Capabilities Exercised:

- Incident Command System
- Communications
- Search techniques – interior
- Search techniques – exterior
- Medical triage
- Splinting and bandaging
- Rescue procedures
- Patient transport
- Documentation
- Sizeup

Exercise Objectives:

- Assess the process for establishing a command structure.
- Assess plans and protocols for communicating between the CERT and professional responders, between the CERT Command Post and the field, and among team members.
- Evaluate plans for conducting interior searches.
- Evaluate plans for conducting exterior searches.
- Evaluate the process for assessing and prioritizing victim conditions.
- Assess the procedures for treating and stabilizing wounds.
- Evaluate procedures for debris removal and victim extrication.
- Assess patient transport procedures.
- Evaluate methods for documenting actions taken.
- Validate the decision-making process to prioritize incidents.

Exercise Overview (continued)

Scenario:

At 6:30 on a Friday evening high winds from a tornado (or severe thunderstorm) hit the town.

There was a celebration going on at the park and many people were attending. When the storm hit, people scattered and ran for shelter. Some reached buildings; others did not. Buildings have been damaged and there are victims both in the buildings and around the park.

People have been injured by flying debris and trapped under fallen debris. The Fire Department is responding to other areas and has requested that the local CERT help with searching the park, locating and treating victims, and bringing them to a medical treatment area.

Sign-In Sheet for CERT Members

Name	Organization	Phone Numbers	Time In
		Cell: Emergency:	

Sign-In Sheet for CERT Members

Name	Organization	Phone Numbers	Time In
		Cell: Emergency:	

Sign-In Sheet for Volunteer Victims and Actors

Name	Phone Numbers	Time In
	Cell: Emergency:	

Sign-In Sheet for Volunteer Victims and Actors

Name	Phone Numbers	Time In
	Cell: Emergency:	

Sample Victim Injury Cards

These cards are intended to simplify the process of creating volunteer victims. They can be used in two ways.

1. If you have volunteer victims, use these descriptions to create roles for them. Brief the volunteers on the nature of their injuries, how they might behave, and any information you want them to share with SAR staff.
2. If you are using simulated victims, such as gingerbread cutouts, you can attach a label to each with one of the descriptions.

NOTE: Injury classification (Immediate, Delayed, Minor, Dead) is for your planning purposes. This information should not be shared with volunteer victims or included with the descriptions placed on simulated victims.

<p>VICTIM #1 - Minor</p> <p>Compound Fracture, Right Forearm</p> <p>Breathing once every 3 seconds</p> <p>Color returns to finger tips in less than 2 seconds</p> <p>Responds to verbal commands</p>	<p>VICTIM #2 - Minor</p> <p>Facial injuries</p> <p>Knows name, date, and what happened</p> <p>Color returns to finger tips in 2 seconds</p> <p>Breathing once every 4 seconds</p>
<p>VICTIM #3 - Minor</p> <p>Visibly pregnant (about 5 months), cuts on right arm</p> <p>Color returns to finger tips in 1 second</p> <p>Breathing once every 5 seconds</p> <p>Note: This victim has first aid training.</p>	<p>VICTIM #4 - Minor</p> <p>Numerous cuts and abrasions</p> <p>Responds to verbal commands</p> <p>Color returns to finger tips in 1 second</p> <p>Breathing once every 3 seconds</p>
<p>VICTIM #5 - Minor</p> <p>Bleeding from a scalp wound</p> <p>Knows name, date, and what happened</p> <p>Color returns to finger tips in less than 2 seconds</p> <p>Breathing once every 4 seconds</p>	<p>VICTIM #6 - Minor</p> <p>Right arm is deformed</p> <p>Alert</p> <p>Color returns to finger tips in 1 second</p> <p>Breathing once every 5 seconds</p>

<p>VICTIM #7 - Delayed</p> <p>Large piece of wood in left thigh Breathing once every 3 seconds Color returns to finger tips in less than 2 seconds Alert</p>	<p>VICTIM #8 - Delayed</p> <p>Bone projecting from right leg Breathing once every 4 seconds Knows name, date, and what happened Color returns to finger tips in 2 seconds</p>
<p>VICTIM #9 - Delayed</p> <p>Both legs deformed Breathing once every 5 seconds Knows name, date, and what happened Color returns to finger tips in 1 second</p>	<p>VICTIM #10 - Delayed</p> <p>Left ankle swollen and deformed Breathing once every 4 seconds Knows name, date, and what happened Color returns to finger tips in 2 seconds</p>
<p>VICTIM #11 – Delayed</p> <p>Both feet crushed by concrete block Breathing once every 3 seconds Knows name, date, and what happened Color returns to finger tips in 1 second</p>	<p>VICTIM # 12 - Delayed</p> <p>Back injury, unable to move Breathing once every 4 seconds Knows name, date, and what happened Color returns to finger tips in 2 seconds</p>
<p>VICTIM #13 – Delayed</p> <p>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</p>	<p>VICTIM #14 - Immediate</p> <p>Large piece of wood in left thigh Breathing once every 2 seconds Alert and responsive Color returns to finger tips in 3 seconds</p>
<p>VICTIM #15 - Immediate</p> <p>Severe cut on right thigh, heavy bleeding Breathing once every 5 seconds Knows name, date, and what happened Color returns to finger tips in 3 seconds</p>	<p>VICTIM #16 - Immediate</p> <p>Both legs deformed Breathing once every second Not responsive to questions Color returns to finger tips in 3 seconds</p>
<p>VICTIM #17 - Immediate</p> <p>Impaled object in abdomen; breathing difficulties Breathing once every 3 seconds Can't remember what happened Color returns to finger tips in 5 seconds</p>	<p>VICTIM #18 - Immediate</p> <p>Amputated left arm, bleeding controlled Breathing once every 4 seconds Knows name, date, and what happened Color returns to finger tips in 4 seconds</p>

<p>VICTIM #19 - Immediate</p> <p>Severe bleeding from head wound Breathing once every 2 seconds Not responsive to questions Color returns to finger tips in 4 seconds</p>	<p>VICTIM #20 - Immediate</p> <p>Chest pain with possible broken ribs Breathing once every second Knows name, date, and what happened Color returns to finger tips in 2 seconds</p>
<p>VICTIM #21 - Immediate</p> <p>Severe head injury Not breathing Not responsive to questions Color returns to finger tips in 4 seconds</p>	<p>VICTIM # 22 - Dead</p> <p>Massive head injury Not breathing Unresponsive Color does not return to finger tips</p>
<p>VICTIM #23 - Dead</p> <p>Blood oozing from head wound Chest is not rising Finger tips blue/grey</p>	<p>VICTIM #24 - Dead</p> <p>No visible injury, blank stare Cannot feel air movement Color does not return to finger tips</p>
<p>VICTIM #25 - Dead</p> <p>Wood impaled in neck Breathing once every second Not responsive Color returns to finger tips in 4 seconds</p>	

[This page intentionally left blank]

INCIDENT/ASSIGNMENT TRACKING LOG		CERT		DATE			
INCIDENT		INCIDENT		INCIDENT		INCIDENT	
LOCATION		LOCATION		LOCATION		LOCATION	
TEAM		TEAM		TEAM		TEAM	
TEAM LEADER/CONTACT #		TEAM LEADER/CONTACT #		TEAM LEADER/CONTACT #		TEAM LEADER/CONTACT #	
START TIME	END TIME	START TIME	END TIME	START TIME	END TIME	START TIME	END TIME
1		1		1		1	
2		2		2		2	
3		3		3		3	
4		4		4		4	
5		5		5		5	
OBJECTIVES		OBJECTIVES		OBJECTIVES		OBJECTIVES	
RESULTS		RESULTS		RESULTS		RESULTS	
CERT LEADER/ INCIDENT COMMANDER					PAGE ___ OF ___		
SCRIBE							

[This page intentionally left blank]

VICTIM TREATMENT AREA RECORD		CERT		DATE	
TIME IN	NAME OR DESCRIPTION	TRIAGE TAG (circle)	CONDITION/TREATMENT (update as needed)	MOVED TO	TIME OUT
		IMMED DELAY MINOR			
		IMMED DELAY MINOR			
		IMMED DELAY MINOR			
SCRIBE				PAGE ___ OF ___	

[This page intentionally left blank]

DAMAGE ASSESSMENT	CERT	DATE
--------------------------	------	------

LOCATION

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

SCRIBE

[This page intentionally left blank]

GENERAL MESSAGE		
TO	POSITION	
FROM	POSITION	
SUBJECT	DATE	TIME
MESSAGE		
SIGNATURE	POSITION	
REPLY		
DATE	TIME	SIGNATURE/POSITION

[This page intentionally left blank]

Events and Evaluation Form for Lead Facilitator and Evaluator

Facilitator: Your role in this exercise will be as facilitator, observer, and coach.

- Facilitate by providing messages that require the Command Post Team to take action. The messages are included in this form.
- Observe to ensure safety for both victims and CERT members.
- Coach when necessary.
- Take notes on decisions made and actions taken so you can refer to them later.

Message/Event	Expected Action	Actual Observed (To be filled in by Evaluators during the exercise)
Incident Command structure is established. [ICS]	IC identified. Other command positions assigned. Medical treatment area located.	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:
Special Ops Battalion Chief needs damage assessment report as soon as possible. <ul style="list-style-type: none"> • Number of buildings damaged and level of structural damage • Number of injured victims, and their general condition [ICS, Prioritizing, Communications, Documentation]	IC develops plan to: <ul style="list-style-type: none"> • Conduct a damage assessment. • Locate, count and triage victims. IC dispatches SAR groups to collect more information, to send back report, and to take action.	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:

Message/Event	Expected Action	Actual Observed (To be filled in by Evaluators during the exercise)
Reports come in from SAR groups. [Communication, Documentation]	IC prepares and delivers report to Special Ops Battalion Chief. Report details: <ul style="list-style-type: none"> • Number of buildings damaged and level of structural damage. • Number of injured victims and their status. 	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:
Distraught mother demands team search for her child. [Scene Management]	Command Post Team addresses her concerns, identifies how she can be helpful, and incorporates her into activities.	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:
Victim in medical treatment area dies. [Scene Management]	Medical treatment area team notices victim has died and removes body to morgue area.	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:

Message/Event	Expected Action	Actual Observed (To be filled in by Evaluators during the exercise)
Battalion Chief requests status update. [ICS, Communications]	IC works with Operations Section Chief and the medical treatment area Team Leader to develop report. Delivers it to Battalion Chief.	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:
Battalion Chief notifies IC that National Weather Service predicts a second severe storm will hit the area in 20 minutes. [ICS, Communications]	IC issues command to recall all search teams with as many remaining victims as they can bring back.	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:
Battalion Chief asks IC to verify that all team members are accounted for and if there are any victims still awaiting rescue. [ICS, Communications, Documentation]	IC works with Command Post Team to verify that all team members are back at the Command Post and that all victim locations are documented.	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:

Message/Event	Expected Action	Actual Observed (To be filled in by Evaluators during the exercise)
(Optional) Operations Section Chief finds out his or her child is injured. [ICS, Documentation]	Operations Section Chief is replaced with another team member. Provides briefing to new Operations Section Chief. Leaves to take care of his or her family.	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:
(Optional) Fire Department wants to know priorities for rescue operations. [ICS, Documentation]	Operations Section Chief uses documentation to assess rescue priorities.	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:
(Optional) Reporter insists on talking to IC. [ICS, Scene Management]	Reporter is referred to Public Information Officer and the operation of Command Post Team is not interrupted.	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:

Message/Event	Expected Action	Actual Observed (To be filled in by Evaluators during the exercise)
(General) Communication protocols are followed. [Communications]	<ul style="list-style-type: none"> • Team to Command Post • Within team • Team to professional responders 	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:
(General) Actions taken are documented. [Documentation]	Per <i>CERT Basic Training</i>	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:

[This page intentionally left blank]

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

Facilitator: Your role in this exercise will be as facilitator, observer, and coach.

- Facilitate by providing messages that require the SAR group to take action. The messages are included in this form.
- Observe to ensure safety for both victims and CERT members.
- Coach when necessary.
- Take notes on decisions made and actions taken so you can refer to them later.

Message/Event	Expected Action	Actual Observed (To be filled in by Evaluators during the exercise)
Group arrives on site. [ICS]	Team Leader is identified. Other positions assigned (Safety Officer, runner)	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:
Search procedures (interior and exterior) are followed. [Search Procedures]	Per <i>CERT Basic Training</i> Group develops plan to: <ul style="list-style-type: none"> • Search park area. • Search any buildings in area. 	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:

Message/Event	Expected Action	Actual Observed (To be filled in by Evaluators during the exercise)
Sizeup procedures are followed. [Sizeup]	Per <i>CERT Basic Training</i> Group develops plan to: <ul style="list-style-type: none"> • Sizeup area. • Immediately develop report that includes: <ul style="list-style-type: none"> ○ Level of structural damage. ○ Number of injured victims and their status. 	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:
Triage and treatment procedures are followed. [Medical Triage, Lifesaving Interventions, Splinting and Bandaging]	Group performs triage and treatment to: <ul style="list-style-type: none"> • Assess number of injured victims and their status. • Perform lifesaving interventions. • Perform splinting and bandaging. 	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:
Damage assessment report developed and sent. [Communications, Documentation]	The report details: <ul style="list-style-type: none"> • Number of buildings damaged and level of structural damage. • Number of injured victims and their status. 	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:

Message/Event	Expected Action	Actual Observed (To be filled in by Evaluators during the exercise)
Rescue plan is implemented. [Rescue Procedures, Patient Transport]	Victims are rescued and transported to medical treatment area.	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:
After exercise has been underway for awhile, tell Team Leader: <i>A SAR group member does not use appropriate victim lifting techniques and injures his or her back. He or she cannot walk.</i> [Prioritizing, Communications]	Team notifies IC. Team stops SAR activity and transports team member back to the medical area.	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:
(General) Communication protocols are followed. [Communications]	<ul style="list-style-type: none"> • Team to Command Post • Within team • Team to professional responders 	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:

Message/Event	Expected Action	Actual Observed (To be filled in by Evaluators during the exercise)
(General) Actions taken are documented. [Documentation]	Per <i>CERT Basic Training</i>	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:

Events and Evaluation Form for Medical Treatment Area Facilitator and Evaluator

Facilitator: Your role in this exercise will be as facilitator, observer, and coach.

- Facilitate by providing one message that requires the members at the medical treatment area to take action. The message is included in this form.
- Observe to ensure safety for both victims and CERT members.
- Coach when necessary.
- Take notes on decisions made and actions taken so you can refer to them later.

Message/Event	Expected Action	Actual Observed (To be filled in by Evaluators during the exercise)
Medical treatment area is established. [Medical Treatment Area Setup]	Medical treatment area Team Leader locates the medical treatment area appropriately.	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:
As victims start arriving at medical treatment area, they are assessed appropriately and monitored. [Head-to-toe Assessment]	Medical treatment area team assesses and monitors victims.	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:

Message/Event	Expected Action	Actual Observed (To be filled in by Evaluators during the exercise)
Victim dies. [Medical Triage]	Deceased victim is removed from medical treatment area and taken to morgue area.	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:
(General) Communication protocols are followed. [Communications]	<ul style="list-style-type: none"> • Team to Command Post • Within team • Team to professional responders 	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:
(General) Medical procedures are applied. [Documentation]	Per <i>CERT Basic Training</i>	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:

Message/Event	Expected Action	Actual Observed (To be filled in by Evaluators during the exercise)
(General) Actions taken are documented. [Documentation]	Per <i>CERT Basic Training</i>	Time action completed: _____ Completion: No ____ Yes ____ Partial ____ Notes:

[This page intentionally left blank]

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.

[This page intentionally left blank]

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.

[This page intentionally left blank]

After Action Report Form

Executive Summary:

(Provide a brief overview of the exercise, the major strengths demonstrated during the exercise, and the areas that require improvement.)

Exercise Name:

Duration:

Exercise Date:

Type of Exercise: Full-Scale

Scenario: *(Briefly describe the exercise scenario.)*

Location:

Participating Organizations:

Number of Participants:

Players: _____

Victim Role-Players: _____

Facilitators: _____

Evaluators: _____

Exercise Goals and Objectives:

(Briefly list the goals and objectives for the exercise.)

Exercise Events Synopsis

(The "Exercise Events Synopsis" section should be used to provide an overview of the scenario and the actions taken by the players to respond to the simulated event.)

Conclusions

(Summarize what needs to happen to improve performance and the steps that should be taken to ensure improvement.)