

Functional Exercise #3

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How to Use This Document

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

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

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CERT Drills and Exercises

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

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

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

What Is a Functional Exercise?

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

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

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

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

Exercise Overview

“Functional Exercise #3”

Hazard: Truck crash

Location: Local shopping area

Duration: 1-3 hours

Capabilities Exercised:

- Incident Command
- Communications
- Hazardous materials identification
- Medical triage
- Scene management
- Documentation
- Sizeup

Exercise Objectives:

- Validate the decision-making process to prioritize incidents.
- Assess plans and protocols for communicating between the team and professional responders, between the CERT Command Post and the field, and between team members.
- Assess team procedures for identifying the presence of hazardous materials and taking appropriate steps to reduce risks.
- Evaluate the process for assessing and prioritizing victim conditions.
- Evaluate the procedures for managing responses from other people in a disaster area.
- Evaluate methods for documenting actions taken.
- Validate CERT sizeup procedures.

Scenario:

During a severe ice storm, a multi-vehicle car accident engages the local fire and police departments. Shortly afterwards, a truck slides off the interstate, rolls down an embankment, and crashes into the rear of a three-story building. The building contains several small shops on the first floor and apartments on the upper two floors. The Fire Department has activated the team and requested they do a preliminary assessment and report back.

For Exercise Staff

Exercise Synopsis:

This exercise allows a team to develop plans in response to a simulated severe storm.

Once the emergency scenario is presented, an Incident Commander (IC) is selected. Based on his or her assessment of the situation, the IC then assigns some or all of the roles of Operations, Planning/Accountability, Medical, and Logistics. The Command Team then develops a plan to respond to the situation.

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

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

Exercise Materials and Staff:

- Facilitators (1, or more if desired)
- Evaluators (1, or more if desired)
- Role-players (3), can be played by Facilitator(s)
- Forms:
 - 7 completed *Damage Assessment Forms*, used during the exercise
 - 2 Cell Phone Pictures of Hazmat Symbols, used during the exercise
 - *Events and Evaluation Form for Facilitator(s) and Evaluator(s)*, used by the Facilitator(s) and Evaluator(s) during the exercise
 - *Facilitator/Evaluator Feedback Form*, completed after the exercise
 - *Participant Feedback Form*, completed after the exercise

Exercise Staff Roles:

1. Facilitator

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

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

Second, the Facilitator will observe and coach. In this role he or she will observe the group process and discussion. As the exercise unfolds, he or she may need to step in and help the team members clarify their decision making by asking questions about their thought process and the factors they considered in making choices. For example, if they placed a high priority on helping a 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.

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

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

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

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

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

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

2. Evaluator

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

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

Facilitator Guidelines

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

The exercise proceeds as follows:

- After providing the message, give the team a chance to respond. Some messages involve handing out a document. Those documents are included in the Appendix section following the Facilitator Guidelines. The forms and materials include:
 - 7 completed *Damage Assessment Forms*, including two images of hazmat symbols
- Give the team a chance to respond. Responses should be in the form of orders or instructions to other team members, or direct communication with other team members. These responses should simulate what would happen in a real-world scenario. For example, after the first message, the team might decide Jim will be the IC. He might say something like “Okay, we have to get started right away and hope the rest of the team gets here soon. Bill and Tamara, do a quick initial survey of the scene and get back to me as soon as you can. We’ve only got 10 minutes to get back to the Chief.”
- Once the response is complete, provide feedback on the potential results of decisions made and discuss as appropriate.
- Move on to the next message.
- Continue until the exercise is concluded or until time is up.

Facilitator Guidelines (Continued)

Step	Action	What to Say/Do
1	Prepare for the exercise.	<ul style="list-style-type: none"> • Make copies of the handouts located in the Appendix. The Appendix index indicates how many copies are needed. • Make copies of the one-page Exercise Overview for each participant. • Brief exercise staff on their roles and responsibilities. • Orient the role-players (Fire Department volunteer, Channel 4 News reporter, and Fire Department Officer). Describe the role you want him or her to play (i.e., “You’re a volunteer in a Fire Department”) and what you want him or her to say (see #5 , #9 and #11 in Facilitator Guidelines).
2	Introduce the exercise to all participants.	<p>Distribute the one-page Exercise Overview to all participants.</p> <p>Explain that the purpose of the exercise is:</p> <ul style="list-style-type: none"> • To provide an opportunity to role play the procedures the team would implement in response to a given scenario. • To improve CERT’s operational performance by practicing and validating policies, plans, procedures, and training in the risk-free environment of an exercise. <p>Explain how the exercise is conducted.</p> <ul style="list-style-type: none"> • As opposed to a tabletop exercise, where the team discusses how it would respond, in this exercise the team members verbalize their decisions based on the information provided.

CERT DRILLS AND EXERCISES: FUNCTIONAL EXERCISE #3

Step	Action	What to Say/Do
		<ul style="list-style-type: none"> • Responses should be in the form of orders or instructions to other team members, or direct communication with other team members or role-players. • These responses should simulate what would happen in a real-world scenario. For example, when you get a message, you will role play how you would respond and what you would say.
3	Review the goals of the exercise with all participants.	<p>Explain that the goals of the exercise are to:</p> <ul style="list-style-type: none"> • Validate the decision-making process to prioritize incidents. • Assess plans and protocols for communicating between the team and professional responders, between the CERT Command Post and the field, and between team members. • Assess team procedures for identifying the presence of hazardous materials and taking appropriate steps to reduce risks. • Evaluate the process for assessing and prioritizing victim conditions. • Evaluate the procedures for managing responses from other people in a disaster area. • Evaluate methods for documenting actions taken. • Validate CERT sizeup procedures.

CERT DRILLS AND EXERCISES: FUNCTIONAL EXERCISE #3

Step	Action	What to Say/Do
4	Present the scenario to exercise participants.	<ul style="list-style-type: none">• During a severe ice storm, a multi-vehicle car accident engages the local fire and police departments.• Shortly afterwards, a truck slides off the interstate, rolls down an embankment, and crashes into the rear of a three-story building.• The building contains several small shops on the first floor and apartments on the upper two floors.• The Fire Department has activated the team and requested that it do a preliminary assessment and report back.

Step	Action	What to Say/Do
<p align="center">5</p>	<p>Select three members of the team. Say that they are the first team members to arrive.</p> <p>Explain that there is no sign of the others. They may be delayed by icy roads.</p> <p>A volunteer firefighter arrives and tells the team:</p> <p><i>I just got here – I'm not sure what the situation is, but I just got a message from my Battalion Chief. She's ordered me to get to the traffic accident right away. She also needs an initial assessment of the situation here immediately so she can make resource allocation decisions. She needs the assessment within the next 10 minutes and wants you to call her on her cell phone. Here's her cell number . . .</i></p> <p>Ask the team how they will respond based on what they know about the situation.</p>	<p>Expected Response:</p> <ul style="list-style-type: none"> • One member of the team becomes the Incident Commander. • The Command Post is established. • The other two members become a Search and Rescue (SAR) group and are dispatched to do an initial assessment and report back in 8 minutes. <p>Provide coaching if these actions are not being taken.</p>
<p align="center">6</p>	<p>The initial survey team has reported back.</p> <p>Distribute the initial <i>Damage Assessment Form</i> along with Cell Phone Picture of Hazmat Symbol #1.</p> <p>Ask the Incident Commander (IC) how he or she will respond to this information.</p>	<p>Expected Response:</p> <ul style="list-style-type: none"> • The Incident Commander (IC) calls the Battalion Chief and gives her an overview of the situation. • The IC tells the Battalion Chief that only three team members are on site, but others are expected. <p>Provide coaching if these actions are not being taken.</p>

CERT DRILLS AND EXERCISES: FUNCTIONAL EXERCISE #3

Step	Action	What to Say/Do
<p align="center">7</p>	<p>Explain that the Battalion Chief tells the IC that the Fire Department’s resources will be tied up at the accident for the foreseeable future.</p> <p>Additional members of the team arrive.</p> <p>Ask the three initial members how the newly-arrived members will be assigned and what tasks the team should now perform.</p>	<p>Expected Response:</p> <ul style="list-style-type: none"> • The initial team briefs the rest of the team on the situation. • The role of the IC may be changed. • Leadership positions are assigned appropriately and efficiently. • The medical treatment area is established and located in an appropriate place. • The IC assigns teams to do a survey of the site. • The IC reports back to the Battalion Chief that the full team is on site and is beginning search and rescue operations. <p>Provide coaching if these actions are not being taken.</p>
<p align="center">8</p>	<p>Distribute Cell Phone Picture of Hazmat Symbol #2.</p> <p>Ask how the rescue plan will change as a result of the initial survey.</p>	<p>Expected response:</p> <p>The shed is too dangerous to enter and no rescue team would be assigned.</p> <p>Provide coaching if these actions are not being taken.</p>

Step	Action	What to Say/Do
<p align="center">9</p>	<p>A news reporter from the local TV station arrives on site, approaches the IC, and says:</p> <p><i>Hi, I'm Jean Wallace from Channel 4 News. Can you give me an update on the situation? We've heard this is a hazmat situation. Should people in this neighborhood evacuate immediately?</i></p> <p>NOTE: The reporter can be a role-player. He/she should be very insistent about getting information, as the public has a right to know if they are in danger.</p> <p>Ask the Incident Commander how he/she would respond.</p>	<p>Expected response:</p> <ul style="list-style-type: none"> • The IC provides a brief recap of what is currently known, if permitted by their sponsoring agency. • The IC assigns another team member to be the Public Information Officer (PIO) if necessary. • The IC says he or she will provide further information as it becomes available. <p>Provide coaching if these actions are not being taken.</p>
<p align="center">10</p>	<p>SAR groups return.</p> <p>Distribute the other 6 <i>Damage Assessment Forms</i> (Furniture Store, Flower Shop, First-Floor Apartment, Second-Floor Apartment, Truck, Shed).</p> <p>Ask the Command Team how it will respond to this information.</p>	<p>Expected Response:</p> <p>An appropriate rescue plan is developed and SAR groups are sent out to prioritized locations.</p> <p>Provide coaching if these actions are not being taken.</p>

CERT DRILLS AND EXERCISES: FUNCTIONAL EXERCISE #3

Step	Action	What to Say/Do
11	<p>Tell the IC that the Battalion Chief is calling on the IC's cell phone and says:</p> <p><i>Hey, it looks like things are under control here and I can start sending resources your way. What's your current status? What do you need?</i></p>	<p>Expected response:</p> <ul style="list-style-type: none"> • The IC may ask the Operations Section Chief to give the Battalion Chief an update. • The Operations Section Chief uses the documentation to brief the Battalion Chief. <ul style="list-style-type: none"> ○ The most critical areas are the woman from the Flower Shop with a potential heart attack and the trapped driver of the truck. ○ The team does not have resources to deal with either of these incidents; therefore, they aren't priorities. <p>Provide coaching if these actions are not being taken.</p>
12	End the exercise.	Invite all participants and staff members to the hot wash.
13	Conduct the hot wash with all participants and staff members.	The purpose of the hot wash is to reinforce learning by helping participants evaluate their own decision making. It is a balance between asking participants why they made the choices they did and what they learned, and providing additional information and coaching. Bear in mind that, although you have more experience and knowledge, participants will likely learn more if you coach them through their decision-making process than if you tell them what they should have done.

CERT DRILLS AND EXERCISES: FUNCTIONAL EXERCISE #3

Step	Action	What to Say/Do
		<p>Questions you might want to ask include:</p> <ol style="list-style-type: none"> 1. What parts of the team’s response to this scenario did you think went well? What factors contributed to this success? 2. What parts of the team’s response could have been done better? What should be changed in the future to help the team perform more effectively? 3. Are there any CERT forms you used or could have used to improve documentation of situation needs? 4. What do you think you did well in this exercise? 5. What would you like to do differently next time? 6. What should we do differently the next time we conduct an exercise like this, in order to make the experience more valuable for team members?
14	Distribute the <i>Participant Feedback Form</i> to all participants.	Ask participants to complete the form.
15	Distribute the <i>Facilitator/Evaluator Feedback Form</i> .	Ask all Facilitators/Evaluators to complete the form.

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Appendix

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Index of Forms and Materials

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

2 Cell Phone Pictures of Hazmat Symbols (2 pages): 1 copy of each per team is distributed during the exercise

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

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

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

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DAMAGE ASSESSMENT FORM	CERT	DATE
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LOCATION:
PARKING LOT FACING FRONT OF BUILDING

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	X		X				

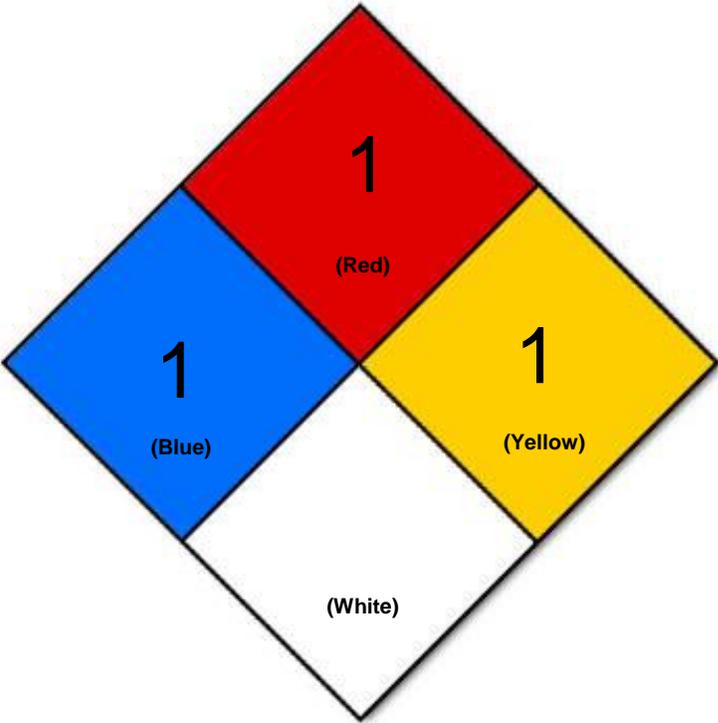
OBSERVATIONS

- Two stores on first floor –furniture store on right and flower shop on left.
- Apartments on second and third floors. Stairway is on left side of building.
- Truck hit the right rear of building and damaged back wall of furniture store. Smelly fluid is leaking out of truck.
- Some smoke is coming from window of furniture store.
- Store on left seems undamaged. Sign on door says "Open," but no one visible through door.
- Child waving frantically at us from second-floor window.
- Somebody screaming in one apartment - couldn't tell which one.
- Small shed in back. Truck grazed it before hitting building – broke a window. Someone groaning inside the shed, door was blocked. Hazmat sign on building. I took a cell phone picture.

CERT MEMBER: Marco	PAGE <u> 1 </u> OF <u> 1 </u>
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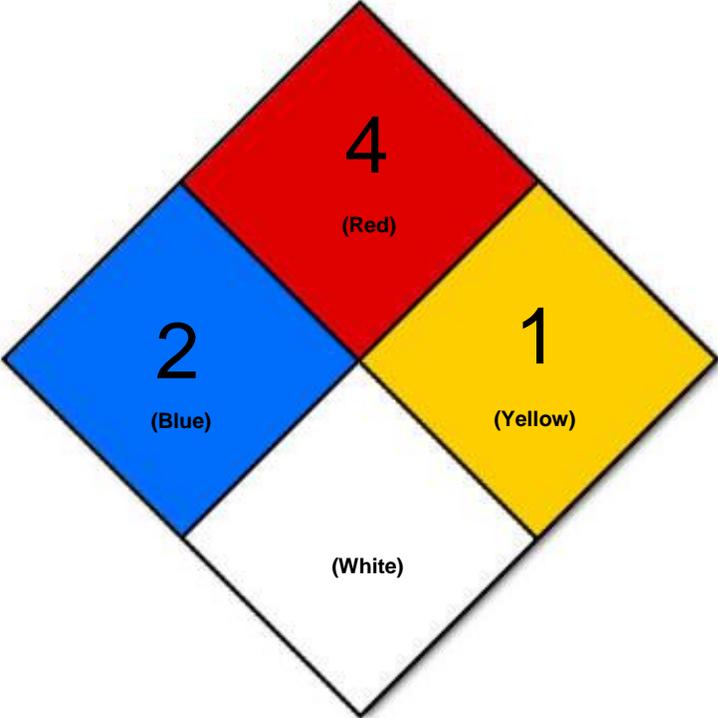
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Cell Phone Picture of Hazmat Symbol #1



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Cell Phone Picture of Hazmat Symbol #2



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DAMAGE ASSESSMENT FORM	CERT	DATE
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LOCATION:
FURNITURE STORE

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

Smoke is no longer coming from the window. There is some smoke inside, but not a lot - seems to be coming from a smoldering trash can fire.

Woman on the floor and unconscious. Smoke inhalation? Her pulse is rapid and blood is returning to her fingertips in 7 seconds.

CERT MEMBER: <i>Sue</i>	PAGE <u>1</u> OF <u>1</u>
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DAMAGE ASSESSMENT FORM	CERT	DATE
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LOCATION:
FLOWER SHOP

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

The inside of the store is a mess. A lot of stuff fell off shelves when the truck hit the building. No structural damage visible.

Woman in rear of store is conscious but disoriented. She is on the floor - no visible injuries. She is complaining of severe chest pain and can't walk.

CERT MEMBER: Devahn	PAGE <u>1</u> OF <u>1</u>
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DAMAGE ASSESSMENT FORM	CERT	DATE
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LOCATION:
FIRST-FLOOR APARTMENT

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

No structural damage, just shelves that fell over – lots of broken dishes. Very upset young child; mother has a broken leg. She seems disoriented.

CERT MEMBER: <i>Joellen</i>	PAGE <u>1</u> OF <u>1</u>
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DAMAGE ASSESSMENT FORM	CERT	DATE
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LOCATION:
SECOND-FLOOR APARTMENT

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

Can't get the door open, something is blocking it from the other side. With more people we can probably push it open. Screaming was coming from this unit. There's a young boy inside. He told us his mom is on the floor and he can't get her to wake up.

CERT MEMBER: <i>Lo Singh</i>	PAGE <u>1</u> OF <u>1</u>
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DAMAGE ASSESSMENT FORM	CERT	DATE
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LOCATION:
TRUCK

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

The truck is a sewage disposal vehicle. The driver is pinned in the cab by the steering wheel. He is conscious and in a lot of pain. Looks like his chest was injured by the steering wheel. Driver is disoriented and breathing rapidly. Slow perfusion.

CERT MEMBER: Lola	PAGE <u>1</u> OF <u>1</u>
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DAMAGE ASSESSMENT FORM	CERT	DATE
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LOCATION:
SHED

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

Door to the shed is blocked by something inside. There is a man inside trapped under a fallen set of shelves. He is conscious, but can't move. He told us the hazmat sign is at least 10 years old and the only chemicals in the shed are stains and glue for the furniture shop. He's in a lot of pain. Should we go in and get him out?

CERT MEMBER: Malika	PAGE _1_ OF _1_
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Events and Evaluation Form for Facilitator(s) and Evaluator(s)

<p style="text-align: center;">Message/Event</p>	<p style="text-align: center;">Expected Action</p>	<p style="text-align: center;">Actual Observed (To be filled in by Evaluators during the exercise)</p>
<p>First three team members arrive.</p> <p>No sign of the others. May be delayed by icy roads.</p> <p>[Prioritizing, Sizeup]</p>	<ul style="list-style-type: none"> • One member of team becomes IC. • Command Post is established. • The other two members become SAR group and are dispatched to do initial assessment and report back in 8 minutes. 	<p>Time action was completed: _____</p> <p>Completion:</p> <p>No ____ Yes ____ Partial ____</p> <p>Notes:</p>
<p>Volunteer firefighter arrives and says that Battalion Chief needs initial assessment in 10 minutes.</p> <p>[Communications]</p>	<ul style="list-style-type: none"> • IC calls Battalion Chief and provides overview of situation. • IC lets Battalion Chief know that only 3 team members are on site. 	<p>Time action was completed: _____</p> <p>Completion:</p> <p>No ____ Yes ____ Partial ____</p> <p>Notes:</p>
<p>Initial Scene Assessment <i>Damage Assessment Form</i> distributed along with Cell Phone Picture of Hazmat Symbol #1.</p> <p>[Communications, Sizeup, Hazmat]</p>	<ul style="list-style-type: none"> • Incidents are prioritized appropriately. 	<p>Time action was completed: _____</p> <p>Completion:</p> <p>No ____ Yes ____ Partial ____</p> <p>Notes:</p>

Message/Event	Expected Action	Actual Observed (To be filled in by Evaluators during the exercise)
<p>Battalion Chief tells IC that his resources will be tied up at accident for foreseeable future.</p> <p>Rest of team arrives.</p> <p>[ICS, Communications]</p>	<ul style="list-style-type: none"> • IC briefs rest of team on situation. • Leadership positions assigned appropriately and efficiently. • Medical treatment area is established and located in an appropriate place. • IC or Operations Section Chief assigns teams to do initial assessment of site. • IC reports back to Battalion Chief that the full team is on site and is beginning search and rescue operations. 	<p>Time action was completed: _____</p> <p>Completion:</p> <p>No ____ Yes ____ Partial ____</p> <p>Notes:</p>
<p>Cell Phone Picture of Hazmat Symbol #2 distributed.</p> <p>[Hazmat, Sizeup]</p>	<ul style="list-style-type: none"> • No SAR group would be sent to shed. Location is too dangerous. HAZMAT placard is a stop sign for CERT members. 	<p>Time action was completed: _____</p> <p>Completion:</p> <p>No ____ Yes ____ Partial ____</p> <p>Notes:</p>

Message/Event	Expected Action	Actual Observed (To be filled in by Evaluators during the exercise)
<p>Channel 4 News reporter arrives.</p> <p>[Scene Management, ICS]</p>	<ul style="list-style-type: none"> • IC provides reporter with overview of what is currently known about situation. CERTs protocols regarding communication with press are followed. • IC assigns another team member to be Public Information Officer. • IC says he or she will provide further information as it becomes available. 	<p>Time action was completed: _____</p> <p>Completion:</p> <p>No ____ Yes ____ Partial ____</p> <p>Notes:</p>
<p>SAR groups return with 6 other <i>Damage Assessment Forms</i> (Furniture Store, Flower Shop, First-Floor Apartment, Second-Floor Apartment, Truck, Shed).</p> <p>[Sizeup, Communications]</p>	<ul style="list-style-type: none"> • Appropriate rescue plan is developed. • SAR groups are sent to prioritized locations. 	<p>Time action was completed: _____</p> <p>Completion:</p> <p>No ____ Yes ____ Partial ____</p> <p>Notes:</p>

<p align="center">Message/Event</p>	<p align="center">Expected Action</p>	<p align="center">Actual Observed (To be filled in by Evaluators during the exercise)</p>
<p>Battalion Chief calls on IC cell phone and asks for briefing. What is the status? What is needed?</p> <p>[Communications, Documentation, Triage]</p>	<ul style="list-style-type: none"> • CERT IC or Operations Section Chief briefs Battalion Chief on situation and has all necessary documentation needed. <ul style="list-style-type: none"> ○ Most critical areas are woman from Flower Shop with potential heart attack and trapped driver of truck. ○ Team does not have resources to deal with either of these incidents. 	<p>Time action was completed: _____</p> <p>Completion:</p> <p>No ____ Yes ____ Partial ____</p> <p>Notes:</p>

Facilitator/Evaluator Feedback Form

Exercise Name:

Exercise Date:

Name (Optional):

Role (Optional):

CERT/Organization:

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

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

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

Strengths: _____

Areas for improvement: _____

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

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Participant Feedback Form

Exercise Name:

Exercise Date:

Name (Optional):

CERT/Organization:

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

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

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

Strengths: _____

Areas for improvement: _____

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

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