

PLAYER

TABLETOP EXERCISE

EVALUATION

Please return to by DATE

Questions - Call NUMBER

PLAYER - TABLETOP EXERCISE EVALUATION

TEAM:

NAME:

Please take a few minutes to complete this form. Please use additional sheets of paper for more room. Return it to **NAME** during the debriefing/ evaluation / hotwash session after the exercise.

General:

1. What changes or additions to the current plans, procedures, or training should be made based on your participation in the exercise?
2. What additional exercise aids, checklists, etc. would you like to have made available?
3. Based on the exercise, what additional capabilities/equipment/resources are needed?
4. What recommendations do you have to improve future tabletop exercises?
5. How should lessons learned be shared throughout the Department?

For each Exercise Objective please critique your activity of success and areas that you could improve your plan.

Objective 1: Heightened Awareness of CMT operational process 0 – 24 hours.

Observation:

Please describe a brief factual statement of the observed success or problem.

This statement can be:

- ❖ positive, about something that was done exceptionally well;
- ❖ procedures used that should be shared; or
- ❖ areas that need improvement, something that happened that was not supposed to occur or something that did not but should have occurred.

Describe:

Lesson Learned (if any) from Observation:

- ❖ statement of positive actions taken to generate success;
- ❖ statement of actions that should have been taken to avoid or alleviate a problem.

Describe:

Recommended Action (if any) - This should contain a statement of how to repeat the success or permanently correct the problem, and who is responsible for making the correction. The recommendation could result in a requirement for new or modified plans or procedures, procuring new equipment, etc. This should not be a restatement of lessons learned.

Describe:

Objective 2: Initial response activities 0 - 24 hours.

Observation:

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Objective 3: Coordination process with other teams/command post/command center.

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Describe:

Objective 4: Responsibilities and standard operating guidelines.

Observation:

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Describe:

Objective 5: Escalation and notification timeline and process: who, what, when, where, how.

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Objective 6: Process of initial assignment of team members.

Observation:

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Describe:

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Describe:

Objective 7: Process of initial assessment of impact(s).

Observation:

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Describe:

Objective 8: Activities that complete the initial Incident Action Plan (IAP) for the first 24 hours.

Observation 1:

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