School Emergency Operations Plan Exercise
PARTICIPANT FEEDBACK FORM

Exercise Name: ___________________________  Exercise Date: ______________________

Participant Name: ___________________________  Title: ___________________________

Agency: _________________________________  Role:  ____ Player  ____ Observer
       ____ Facilitator ____ Evaluator

Part I – Recommendations and Action Steps

1. Based on discussions today and the tasks identified, list the top 3 issues and/or areas that need improvement.
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

2. Identify the action steps that should be taken to address the issues identified above. For each action step, indicate if it is a high, medium, or low priority.
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

3. Describe the action steps that should be taken in your area of responsibility. Who should be assigned responsibility for each action item?
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

4. List the policies, plans, and procedures that should be reviewed, revised, or developed. Indicate the priority level for each.
   _______________________________________________________________________
Part II – Exercise Design and Conduct

1. **What is your assessment of the exercise design and conduct?**

   *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.*

<table>
<thead>
<tr>
<th>Assessment Factor</th>
<th>Rating of Satisfaction with Exercise</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. The exercise was well structured and organized.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>b. The exercise scenario was plausible and realistic.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>c. The multimedia presentation helped the participants understand and become engaged in the scenario.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>d. The facilitator(s) was knowledgeable about the material, kept the exercise on target, and was sensitive to group dynamics.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>e. The Situation Manual used during the exercise was a valuable tool throughout the exercise.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>f. Participation in the exercise was appropriate for someone in my position.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>g. The participants included the right people in terms of level and mix of disciplines.</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

2. **What changes would you make to improve this exercise?**

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

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