**Participant Feedback Form**

**Exercise Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exercise Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Participant Name (optional):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part I – Recommendations and Action Items**

1. **Based on the exercise today, list the top three (3) issues and/or areas that need improvement.**

1. **Identify the action items that should be taken to address the issues identified above. For each action item, indicate if it is a high, medium, or low priority.**

1. **Describe the action items that should be taken in your area of responsibility. Who should be assigned responsibility for each action item?**

1. **List the equipment, training, or plans/procedures that should be reviewed, revised, or developed. For each item, indicate if it is a high, medium, or low priority.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.***

|  |  | **Exercise Satisfaction Rating** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Assessment Factor** | *Strongly Disagree* | |  |  |  | *Strongly Agree* | |
|  |  | |  |  |  |  |  |
| a. | The exercise was well structured and organized. | | 1 | 2 | 3 | 4 | 5 |
|  |  | |  |  |  |  |  |
| b. | The exercise scenario was plausible. | | 1 | 2 | 3 | 4 | 5 |
|  |  | |  |  |  |  |  |
| c. | The documentation used during the exercise was a valuable tool throughout the exercise. | | 1 | 2 | 3 | 4 | 5 |
|  |  | |  |  |  |  |  |
| d. | Participation in the exercise was appropriate for someone in my position. | | 1 | 2 | 3 | 4 | 5 |
|  |  | |  |  |  |  |  |
| e. | The participants included the right people in terms of level and mix of disciplines. | | 1 | 2 | 3 | 4 | 5 |
|  |  | |  |  |  |  |  |

**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.*