# Participant Feedback Form

[**Planner Note:** The purpose of this Participant Feedback Form is to provide a baseline exercise document that institutions of higher education can use to assist with evaluating a tabletop exercise. Unlike the sample Situation Manual, Conduct Briefing, and Facilitator Guide provided for each respective scenario, this document serves as a blank template that can be used any exercise. Institutions should use content from those materials to populate and update this document as appropriate.]

Thank you for participating in the [Insert Scenario] Tabletop Exercise (TTX). Your observations, comments, and input are greatly appreciated and will provide invaluable insight into how this type of exercise can be improved in the future. Any comments provided will be treated in a sensitive manner, and all personal information will remain confidential. Please keep comments concise, specific, and constructive.

## Part I: General Information

Please enter your responses in the form field or check the box after the appropriate selection.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years of Experience in Current Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Exercises Previously Participated in: [ ]  0 [ ]  1-5 [ ]  5-10 [ ]  More than 10

## Part II: Exercise Assessment

Please rate, on a scale of 1 to 5, with **1 indicating** **Strong Disagreement** and **5 indicating** **Strong Agreement**, your overall assessment of the TTX relative to the statements provided.

|  |  |
| --- | --- |
| Assessment Factor | Assessment Rating |
| Pre-exercise information was relevant, easy to understand, and helped prepare me to participate in the exercise**.** | 1 2 3 4 5 |
| Exercise documentation was useful in preparing for and participating in the exercise.  | 1 2 3 4 5 |
| The exercise scenario presented was plausible and realistic. | 1 2 3 4 5 |
| The facilitator engaged participants and guided meaningful discussions relevant to my position and the audience overall**.** | 1 2 3 4 5 |
| Participants were actively involved in the exercise. | 1 2 3 4 5 |
| Exercise participation was appropriate for someone in my field with my level of experience/training.  | 1 2 3 4 5 |
| The exercise increased my understanding of the resources and capabilities of other participating groups and organizations.  | 1 2 3 4 5 |
| The exercise lasted for an appropriate length of time and allowed sufficient time to carry out discussions.  | 1 2 3 4 5 |
| After this exercise, I am better prepared to deal with the capabilities and hazards addressed.  | 1 2 3 4 5 |
| After this exercise, I understand more about the risks associated with [insert relevant scenario information].  | 1 2 3 4 5 |
| [Insert any additional statements as needed]. | 1 2 3 4 5 |

## Part III: Participant Feedback

### [Core Capability #1]

I observed the following strengths during the exercise related to [insert core capability #1]:

|  |
| --- |
| Strengths |
|  |

I observed the following areas for improvement during the exercise related to [insert core capability #1]:

|  |
| --- |
| Areas for Improvement |
|  |

### [Core Capability #2]

I observed the following strengths during the exercise related to [insert core capability #2]:

|  |
| --- |
| Strengths |
|  |

I observed the following areas for improvement during the exercise related to [insert core capability #2]:

|  |
| --- |
| Areas for Improvement |
|  |

### [Core Capability #3]

I observed the following strengths during the exercise related to [insert core capability #3]:

|  |
| --- |
| Strengths |
|  |

I observed the following areas for improvement during the exercise related to [insert core capability #3]:

|  |
| --- |
| Areas for Improvement |
|  |

### [Core Capability #4]

I observed the following strengths during the exercise related to [insert core capability #4]:

|  |
| --- |
| Strengths |
|  |

I observed the following areas for improvement during the exercise related to [insert core capability #4]:

|  |
| --- |
| Areas for Improvement |
|  |