

Homeland Security Exercise and Evaluation Program (HSEEP)

Participant Feedback Form

PARTICIPANT FEEDBACK FORM

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[This form should be distributed to exercise participants at a postexercise Hot Wash. A summary of the feedback received should be included in the After Action Report (AAR)/Improvement Plan(IP.)]

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

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

Agency: \_\_\_\_\_

Role: Player [ ] Facilitator [ ] Observer [ ] Evaluator [ ]

Part I: Recommendations and Corrective Actions

- 1. Based on the discussions today and the tasks identified, list the top three strengths and top three areas that need improvement.

Strengths

- 1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Areas that Need Improvement

- 1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

- 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.

Table with 2 columns: Corrective Action, Priority. Contains 6 rows for data entry.

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3. Describe the corrective actions that relate to your area of responsibility. Who should be assigned responsibility for each corrective action?

Corrective Action	Recommended Assignment

4. List the policies, plans, and procedures that should be reviewed, revised, or developed. Indicate the priority level for each.

Item for Review	Priority

### Part II: Assessment of 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.

Assessment Factor	Strongly Disagree					Strongly Agree				
The exercise was well structured and organized.	1	2	3	4	5	1	2	3	4	5
The exercise scenario was plausible and realistic.	1	2	3	4	5	1	2	3	4	5
The facilitator(s) was knowledgeable about the material, kept the exercise on target, and was sensitive to group dynamics.	1	2	3	4	5	1	2	3	4	5
The Situation Manual used during the exercise was a valuable tool throughout the exercise.	1	2	3	4	5	1	2	3	4	5
Participation in the exercise was appropriate for someone in my position.	1	2	3	4	5	1	2	3	4	5
The participants included the right people in terms of level and mix of disciplines.	1	2	3	4	5	1	2	3	4	5
<i>(insert any other statements you wish to have assessed)</i>	1	2	3	4	5	1	2	3	4	5

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### Part III: Participant Feedback

What changes would you make to this exercise? Please provide any recommendations on how this exercise or future exercises could be improved or enhanced.

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