

**FOR EXERCISE USE ONLY**

**Participant Questionnaire**

Your observations about the Exercise DETERMINED ACCORD tabletop exercise (TTX) will assist the Federal Emergency Management Agency, National Continuity Programs (NCP) in planning future Continuity of Operations (COOP) Test, Training, and Exercise (TT&E) events.

We ask that you respond to all questions that apply to your experience in this tabletop and that you provide as much detail as possible. Including your name is optional, but is useful to the planners in clarifying remarks during post-exercise analysis, if necessary.

**Completed forms should be turned in at the conclusion of this tabletop.**

<b>Name (Last, First):</b>			
<b>D/A:</b>		<b>Staff/Section:</b>	
<b>Telephone No.:</b>		<b>Email Address:</b>	
<b>COOP Responsibility:</b>	_____ D/A Exercise Planner                      _____ Regional (I thru X) _____ State/territorial//tribal/local                      _____ Other		

**Part I — Recommendations and Action Steps**

1. Based on discussions today and the tasks identified, list the top three issues and/or areas that needs improvement for the interagency COOP Program, pandemic influenza preparedness.

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

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.

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

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

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

4. List any policies, plans, and procedures at the interagency level that should be reviewed, revised, or developed.

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**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.*

<b>Assessment Factor</b>	<b>Rating of Satisfaction With Exercise</b>				
	<b>Strongly Disagree</b>				<b>Strongly Agree</b>
a. The objectives of the TTX, as stated at the beginning of the training, were accomplished.	1	2	3	4	5
b. The exercise scenario was plausible and realistic.	1	2	3	4	5
c. The TTX materials (i.e., PowerPoint presentations, TTX Situation Manual (SITMAN), handouts, etc.) were useful for the TTX discussions.	1	2	3	4	5
d. The facilitator(s) was knowledgeable about the material, kept the exercise on target, and was sensitive to group dynamics.	1	2	3	4	5
e. There were enough activities/issues for the group to work during this tabletop exercise.	1	2	3	4	5
f. Participation in the exercise was appropriate for someone in my position.	1	2	3	4	5
g. The participants included the right people in terms of level and mix of disciplines.	1	2	3	4	5
h. This tabletop contributed to my understanding of my organization's COOP mission and my role on the team.	1	2	3	4	5
i. The room layout was conducive for tabletop discussions.	1	2	3	4	5

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

*Please provide comments, specifically recommendations for improving future exercises.*

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**3. What did you like about this TTX?**

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