

Tabletop Exercise Self-Evaluation Form

Thank you for participating in this exercise. The goal of this form is to self assess your school's emergency exercise process and assess the specific scenario safety exercise effectiveness. Observations, comments, and input are greatly appreciated and provide invaluable insight that can better prepare your school against threats and hazards.

Part I: General Information

Please enter your responses in the form field.

Information
Tabletop Exercise Name and Date:
Number of Participants:
Participants' Titles:
Time Took to Complete:

Part II: Exercise Design

Please rate, by circling, on a scale of 1 to 5, your overall assessment of the exercise relative to the statements below.

Assessment Factor	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
The exercise scenario was plausible and realistic.	1	2	3	4	5
Exercise participants included the right people in terms of level and mix of disciplines.	1	2	3	4	5
Participants were actively involved in the exercise.	1	2	3	4	5
The exercise provided the opportunity to address significant decisions in support of critical school safety objectives.	1	2	3	4	5
This exercise helped better prepare participants to deal with capabilities and hazards addressed.	1	2	3	4	5

MARYLAND CENTER for SCHOOL SAFETY

Part III: Participant Feedback

1. What were the observed strengths related to each objective being met during this exercise? Consider the element(s) contributing to the strength. Which element(s) for each strength/objective did this touch upon? The elements are: **Planning, Organizing, Equipment, Training, and Exercise.**

Strengths	Objective	Element

Other Comments (if needed):

2. What were the observed areas of improvement related to objectives **NOT** being met during this exercise? What capabilities (such as communication or transportation) do these areas relate to? Which element(s) for each improvement/objective did this touch upon? The elements are: **Planning, Organizing, Equipment, Training, and Exercise.**

Areas for Improvement	Capability	Element

3. Of the areas that could be improved, which could be addressed through updates or revisions to the school's emergency plan?

4. Of the areas that could be improved, which could be addressed through additional or supplemental staff training on the school's emergency plan?

Please give your feedback on the tabletop process to MCSS by visiting this online form:

bit.ly/TTXMCSSFeedbackForm

