Appendix 3: Participant Feedback Form Template

Thank you for participating in this exercise. Your observations, comments, and input are greatly appreciated and provide invaluable insight that will better prepare our [facility/organization]. Any comments provided will be treated in a sensitive manner and all personal information will remain confidential.

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| **Participant Feedback Form**: The purpose of the Participant Feedback Form is to gain insight into the exercise from the perspective of the participants. The form is also used to gain feedback regarding the design of the exercise and how it could have been improved. The questions can be modified based on your exercise and objectives. Print copies of this form for participants to complete during the hotwash and collect as they leave. This information can be added directly to the AAR. The chart information can be converted into pie charts and placed into the AAR for a visual representation. |

### Part I: General Information

Providing contact information is optional.

Name (Optional):

Agency/Organization:

Position Title:

### Part II: Exercise Design

Please rate, on a scale of 1 to 5, your overall assessment of the exercise according to the statements provided. A score of 1 indicates strong disagreement and 5 indicates strong agreement.

| **Assessment Factor** | **Strongly****Disagree** | **Strongly Agree** |
| --- | --- | --- |
| The exercise objectives were appropriate.  | 1 | 2 | 3 | 4 | 5 |
| Participants included the right people in terms of level and mix of disciplines or experience.  | 1 | 2 | 3 | 4 | 5 |
| Participation was appropriate for someone with my level of experience/training. | 1 | 2 | 3 | 4 | 5 |
| The exercise increased my understanding about and familiarity with the current plans. | 1 | 2 | 3 | 4 | 5 |
| The materials and information provided were sufficient to meet the objectives of the exercise.  | 1 | 2 | 3 | 4 | 5 |

### Part III: Participant Feedback

1. Describe information or discussion that was most helpful during this exercise.
2. Describe outstanding questions or gaps in information that remain following the exercise.
3. What specific resources or tools would help in addressing the outstanding gaps?
4. Please provide any recommendations for future trainings, workshops, or exercises that would help address any identified gaps or areas for improvement.