Enterprise Community Partners, Inc.

**READY TO RESPOND**

Tabletop Evaluation

Form

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| --- | --- | --- | --- |
| Name |  | Date |  |
| Disaster Response Role |  | | |

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| --- | --- |
| Tabletop Format | |
| Was this Tabletop was useful?  Yes  No | |
| The strongest parts of the Tabletop were: |  |
| The weakest parts of the Tabletop were: |  |
| This Tabletop was well organized and I like the format.  Yes  No | |
| The Tabletop communicated the importance of the Disaster Staffing Plan.  Yes  No | |
| If not, how could the Tabletop be changed to get that point across? |  |
| Disaster response planning is an important process because: |  |
| The Tabletop can be  improved by: |  |

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| Job Action Planning |
| The *Job Actions Sheet* helped me understand my responsibilities during an emergency event.  Yes  No |
| I would like to have trainings.  Yearly  Quarterly  Other: |
| I need more guidance preparing checklists, worksheets and other materials.  Yes  No |

|  |  |
| --- | --- |
| Follow-up | |
| How do you find time to work emergency planning into your regular job duties? |  |
| What are some challenges you face? Solutions? |  |
| Do you agree with the role you were assigned?  Yes  No | |
| If not, which role do you think you should have been assigned? |  |
| If not, how would you change the process of assigning roles? |  |

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| To be completed by Section Chiefs |
| I need more support coordinating among Chiefs.  Yes  No |
| I need more support coordinating with Team Leaders in my section.  Yes  No |

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| --- | --- |
| To be completed by Team Leaders | |
| I need more support coordinating with Team Leaders in my section.  Yes  No | |
| I need more support coordinating information for my role.  Yes  No | |
| Other comments |  |

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