Enterprise Community Partners, Inc.

**READY TO RESPOND**

Tabletop Evaluation

Form

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

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| --- |
| 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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