## MODULE 4: UNIT V — COURSE EVALUATION & WRAP UP

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**FEDERAL EMERGENCY MANAGEMENT AGENCY**
**INCIDENT SUPPORT TEAM TRAINING**
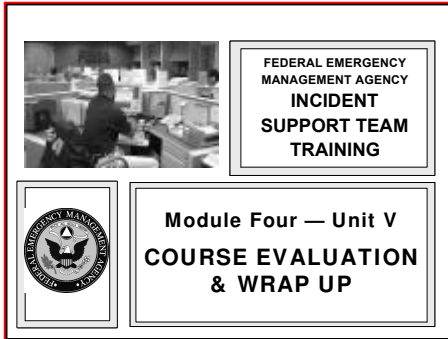
**Module Four — Unit V**
**COURSE EVALUATION & WRAP UP**

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**Introduction**

- **Objectives**
  - **Presentation of team performance assessments.**
  - **Evaluate the course content, design, and delivery of the training provided.**
  - **Complete open administrative issues.**

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**Course Evaluation**

- **Course Objectives**
  - **FRP / IST / ESF-9**
  - **IST Concept of Operations**
  - **Responsibilities**
  - **Action Planning**
  - **Equipment Cache**
  - **KSAs in Exercise**
  - **Procedures / Guidelines**
  - **Evaluate Course**

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- Presentation of team performance assessments

- Summary Review of Course Objectives

- Participant Course Evaluation

- Team Course Evaluation

- Overview of NASAR Cost Reimbursement Issues

- Award of Certificate of Completion

- Closing Remarks

## MODULE 4: UNIT V — COURSE EVALUATION

DATE _____                LOCATION _____

YOUR NAME  _____
                    (optional)

POSITION _____

Most of the really worthwhile improvements made to this course will result from evaluations by participants.  All criticism is welcome, but constructive criticism will be the most useful.  Please respond honestly to the following:

In the categories below, please circle the number that best reflects your overall reaction to this training.  (Do not attempt to split a rating since this will upset our analysis.  Where ratings are split, we will assign the next highest number.)

### Module I Unit 1 — Federal Response System Overview

|  | POOR |  | ADEQUATE |  | EXCELLENT |
|---|---|---|---|---|---|
| Unit objectives were realistic and met | 1 | 2 | 3 | 4 | 5 |
| Instructor used relevant subject matter examples | 1 | 2 | 3 | 4 | 5 |
| Critical learning points reinforced | 1 | 2 | 3 | 4 | 5 |
| Encourage student participation | 1 | 2 | 3 | 4 | 5 |
| Enhance my knowledge of the subject | 1 | 2 | 3 | 4 | 5 |

Additional Comments

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## MODULE 4: UNIT V — COURSE EVALUATION

**Module I Unit 2 — ESF-9 Overview**

|  | POOR | | ADEQUATE | | EXCELLENT |
|---|---|---|---|---|---|
| Unit objectives were realistic and met | 1 | 2 | 3 | 4 | 5 |
| Instructor used relevant subject matter examples | 1 | 2 | 3 | 4 | 5 |
| Critical learning points reinforced | 1 | 2 | 3 | 4 | 5 |
| Encourage student participation | 1 | 2 | 3 | 4 | 5 |
| Enhance my knowledge of the subject | 1 | 2 | 3 | 4 | 5 |

Additional Comments

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**Module I Unit 3 — IST Concept of Operations**

|  | POOR | | ADEQUATE | | EXCELLENT |
|---|---|---|---|---|---|
| Unit objectives were realistic and met | 1 | 2 | 3 | 4 | 5 |
| Instructor used relevant subject matter examples from previous responses | 1 | 2 | 3 | 4 | 5 |
| Critical learning points were reinforced through practical examples | 1 | 2 | 3 | 4 | 5 |
| Encourage student participation in open discussion of key issues | 1 | 2 | 3 | 4 | 5 |
| Enhance my knowledge of how the IST fits into the overall response organization | 1 | 2 | 3 | 4 | 5 |

Additional Comments

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## MODULE 4: UNIT V — COURSE EVALUATION

### Module I Unit 4 — Team Operational Requirements

|  | POOR |  | ADEQUATE |  | EXCELLENT |
|---|---|---|---|---|---|
| Unit objectives were realistic and met | 1 | 2 | 3 | 4 | 5 |
| Instructor used relevant subject matter examples from prior responses | 1 | 2 | 3 | 4 | 5 |
| Critical learning points were reinforced using real life situations | 1 | 2 | 3 | 4 | 5 |
| Encourage student participation in open discussion | 1 | 2 | 3 | 4 | 5 |
| Enhance my knowledge of the IST requirements and processes | 1 | 2 | 3 | 4 | 5 |

Additional Comments

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### Module II Unit 1 — Initial Team Development

|  | POOR |  | ADEQUATE |  | EXCELLENT |
|---|---|---|---|---|---|
| Unit objectives were realistic and met | 1 | 2 | 3 | 4 | 5 |
| Was the coach helpful during the team development efforts | 1 | 2 | 3 | 4 | 5 |
| Did the session help us to develop team processes and procedures | 1 | 2 | 3 | 4 | 5 |
| Encourage interaction among the team members | 1 | 2 | 3 | 4 | 5 |
| Enhance my knowledge of my responsibilities within the team framework | 1 | 2 | 3 | 4 | 5 |

Additional Comments

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## MODULE 4: UNIT V — COURSE EVALUATION
**Module 2 Unit 2 — IST Planning Responsibilities**

|  | POOR | | ADEQUATE | EXCELLENT | |
|---|---|---|---|---|---|
| Unit objectives were realistic and met | 1 | 2 | 3 | 4 | 5 |
| Instructor used relevant subject matter examples such as demonstrating a planning meeting | 1 | 2 | 3 | 4 | 5 |
| Critical learning points were reinforced using real life situations | 1 | 2 | 3 | 4 | 5 |
| Encourage student participation | 1 | 2 | 3 | 4 | 5 |
| Enhance my knowledge of the IST planning process | 1 | 2 | 3 | 4 | 5 |

Additional Comments

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**Module 2 Unit 3 — IST Administrative Issues**

|  | POOR | | ADEQUATE | EXCELLENT | |
|---|---|---|---|---|---|
| Unit objectives were realistic and met | 1 | 2 | 3 | 4 | 5 |
| Instructor used relevant subject matter examples such as lessons learned | 1 | 2 | 3 | 4 | 5 |
| Critical learning points were reinforced using real life situations | 1 | 2 | 3 | 4 | 5 |
| Encourage student participation in open discussions | 1 | 2 | 3 | 4 | 5 |
| Enhance my knowledge of finance and administrative issues as related to the IST | 1 | 2 | 3 | 4 | 5 |

Additional Comments

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## MODULE 4: UNIT V — COURSE EVALUATION

### Module I Unit 4 — IST Safety and Security

|  | POOR |  | ADEQUATE |  | EXCELLENT |
|---|---|---|---|---|---|
| Unit objectives were realistic and met | 1 | 2 | 3 | 4 | 5 |
| Instructor used relevant subject matter examples from previous responses | 1 | 2 | 3 | 4 | 5 |
| Critical learning points were reinforced using real life situations | 1 | 2 | 3 | 4 | 5 |
| Encourage student participation in discussion on critical issues | 1 | 2 | 3 | 4 | 5 |
| Enhance my knowledge of the safety and security issues during response | 1 | 2 | 3 | 4 | 5 |

Additional Comments

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### Module 2 Unit 5 — IST Cache, Support Kits & BoO Overview

|  | POOR |  | ADEQUATE |  | EXCELLENT |
|---|---|---|---|---|---|
| Unit objectives were realistic and met | 1 | 2 | 3 | 4 | 5 |
| Instructor used relevant subject matter examples | 1 | 2 | 3 | 4 | 5 |
| Critical learning points were reinforced using real life situations | 1 | 2 | 3 | 4 | 5 |
| Encourage student participation | 1 | 2 | 3 | 4 | 5 |
| Enhance my knowledge of the IST support systems and BoO | 1 | 2 | 3 | 4 | 5 |

Additional Comments

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## MODULE 4: UNIT V — COURSE EVALUATION

**Module 2 Unit 6 — Initial On-Site Activity Exercise**

|  | POOR |  | ADEQUATE |  | EXCELLENT |
|---|---|---|---|---|---|
| Inbound briefing effectively met my information requirements | 1 | 2 | 3 | 4 | 5 |
| How well did the BoO site assessment and selection exercise my team | 1 | 2 | 3 | 4 | 5 |
| How realistic was the needs assessment and resource request exercise | 1 | 2 | 3 | 4 | 5 |
| Exercises challenged my abilities | 1 | 2 | 3 | 4 | 5 |
| Exercise highlighted the importance of team interaction | 1 | 2 | 3 | 4 | 5 |

Additional Comments

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**Module III Unit 1 — BoO Set-Up Exercise**

|  | POOR |  | ADEQUATE |  | EXCELLENT |
|---|---|---|---|---|---|
| Exercise re-enforced lessons taught during the BoO overview session | 1 | 2 | 3 | 4 | 5 |
| My skills and abilities were challenged during the exercise | 1 | 2 | 3 | 4 | 5 |
| Exercise was realistic and focused | 1 | 2 | 3 | 4 | 5 |
| Exercise laid out in a logical sequence | 1 | 2 | 3 | 4 | 5 |
| Exercise increased my ability to establish a BoO | 1 | 2 | 3 | 4 | 5 |
| Exercise enhanced my ability to work on a team | 1 | 2 | 3 | 4 | 5 |
| Safety was emphasized during the exercise | 1 | 2 | 3 | 4 | 5 |

Additional Comments

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## MODULE 4: UNIT V — COURSE EVALUATION

### Module III Unit 2 — Functional Training - Command Staff

| | POOR | | ADEQUATE | | EXCELLENT |
|---|---|---|---|---|---|
| Unit objectives were realistic and met | 1 | 2 | 3 | 4 | 5 |
| Instructor used relevant subject matter examples from previous responses | 1 | 2 | 3 | 4 | 5 |
| Critical learning points were reinforced using real life situations | 1 | 2 | 3 | 4 | 5 |
| Encourage student participation | 1 | 2 | 3 | 4 | 5 |
| Enhance my knowledge of the command and staff functions | 1 | 2 | 3 | 4 | 5 |

Additional Comments

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### Module III Unit 3 — Functional Training - Operations

| | POOR | | ADEQUATE | | EXCELLENT |
|---|---|---|---|---|---|
| Unit objectives were realistic and met | 1 | 2 | 3 | 4 | 5 |
| Instructor used relevant subject matter examples which helped to focus on the topic | 1 | 2 | 3 | 4 | 5 |
| Critical learning points were reinforced using lessons learned from prior responses | 1 | 2 | 3 | 4 | 5 |
| Encourage student participation in open discussion of issues | 1 | 2 | 3 | 4 | 5 |
| Enhance my knowledge of IST operations and interaction with Task Forces Leaders | 1 | 2 | 3 | 4 | 5 |

Additional Comments

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## MODULE 4: UNIT V — COURSE EVALUATION

### Module III Unit 4 — Functional Training - Planning

|  | POOR | | ADEQUATE | | EXCELLENT |
|---|---|---|---|---|---|
| Unit objectives were realistic and met | 1 | 2 | 3 | 4 | 5 |
| Instructor used relevant subject matter examples from previous experiences | 1 | 2 | 3 | 4 | 5 |
| Critical learning points were reinforced with real world examples | 1 | 2 | 3 | 4 | 5 |
| Encourage student participation in developing various planning products | 1 | 2 | 3 | 4 | 5 |
| Enhance my knowledge of the IST planning function and requirements | 1 | 2 | 3 | 4 | 5 |

Additional Comments

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### Module III Unit 5 — Functional Training - Logistics

|  | POOR | | ADEQUATE | | EXCELLENT |
|---|---|---|---|---|---|
| Unit objectives were realistic and met | 1 | 2 | 3 | 4 | 5 |
| Instructor used relevant subject matter examples to focus on issues | 1 | 2 | 3 | 4 | 5 |
| Critical learning points were reinforced using lessons learned from prior deployments | 1 | 2 | 3 | 4 | 5 |
| Encourage student participation in open discussion of critical issues | 1 | 2 | 3 | 4 | 5 |
| Enhance my knowledge of IST logistics Roles and Responsibilities | 1 | 2 | 3 | 4 | 5 |

Additional Comments

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## MODULE 4: UNIT V — COURSE EVALUATION

**Module IV Unit 1 — Initial Team Planning Meeting**

| | POOR | | ADEQUATE | | EXCELLENT |
|---|---|---|---|---|---|
| Unit objectives were realistic and met | 1 | 2 | 3 | 4 | 5 |
| Exercise was helpful for the team to organize and begin the planning process | 1 | 2 | 3 | 4 | 5 |
| Critical learning points were reinforced by the exercise | 1 | 2 | 3 | 4 | 5 |
| Exercise encouraged team interaction | 1 | 2 | 3 | 4 | 5 |
| Enhance my knowledge of the overall planning process | 1 | 2 | 3 | 4 | 5 |
| Exercise reinforced the importance of planning and briefings | 1 | 2 | 3 | 4 | 5 |

Additional Comments

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**Module IV Unit 2 — Full Day Functional Exercise**

| | POOR | | ADEQUATE | | EXCELLENT |
|---|---|---|---|---|---|
| My skills and abilities were challenged during the exercise | 1 | 2 | 3 | 4 | 5 |
| Exercise was realistic and focused | 1 | 2 | 3 | 4 | 5 |
| Exercise was laid out in a logical sequence | 1 | 2 | 3 | 4 | 5 |
| Role players adequately performed their roles | 1 | 2 | 3 | 4 | 5 |
| Exercise increased my ability to perform my job | 1 | 2 | 3 | 4 | 5 |
| Exercise reinforced the learning points taught throughout the training | 1 | 2 | 3 | 4 | 5 |

Additional Comments

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## MODULE 4: UNIT V — COURSE EVALUATION

**Module IV Unit 4 — IST Forms Overview**

|  | POOR | | ADEQUATE | | EXCELLENT |
|---|---|---|---|---|---|
| Unit objectives were realistic and met | 1 | 2 | 3 | 4 | 5 |
| Did the exercise help to identify the strengths, weaknesses and usefulness of the IST forms? | 1 | 2 | 3 | 4 | 5 |
| I better understand the need for the IST and agency forms | 1 | 2 | 3 | 4 | 5 |
| Enhanced my knowledge of the IST forms and their application | 1 | 2 | 3 | 4 | 5 |
|  | 1 | 2 | 3 | 4 | 5 |

Additional Comments

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## MODULE 4: UNIT V — COURSE EVALUATION

Additional Comments

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