# 4.7 Post-Event Evaluation Tool

**Purpose**: This tool can help document each member’s experiences during an exercise or incident that required activation of the network.

**Directions**: Distribute this form to network members and ask them to complete and return by a specific date. Use the information to improve communication protocol and procedures.

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| --- |
| [Name of Exercise/Incident] |
| Date: |
| Name: |
| Title: |
| Agency/Organization: |
| Telephone [work/cell]: |
| E-mail: |

Role in meeting/exercise/incident:

Type text here.

In order of importance:

What went right?

[Type top three here.]

What could be improved?

[Type text here.]

What steps can be taken to implement these improvements?

[Type text here.]

Identify organizational and operational planning or procedures that need improvement.

[Type text here.]

Additional comments:

[Type text here.]