**Exercise Needs Assessment**

*Use this tool to analyze where you may wish to focus your organization’s exercise design efforts. In completing this needs assessment, you may wish to consult such resources as planning documents (Emergency Operations, Threat and Hazard Identification and Risk Assessment (THIRA), Hazard Mitigation), demographic or corporate data, maps, and training records.*

1. **HAZARDS**

List the various hazards in your community or organization. What risks are you most likely to face? You can use the following checklist as a starting point. **Note:**  If your community has already conducted a hazard analysis, that is the best resource.

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|  | Airplane crash |  | Hazardous material spill/release |  | Train derailment |
|  | Dam failure |  | Hostage/Shooting |  | Volcanic eruption |
|  | Drought |  | Landslide/Mudslide |  | Wildfire |
|  | Epidemic (biological attack) |  | Mass Fatality Incident |  | Winter storm |
|  | Earthquake |  | Radiological Release |  | Workplace Violence |
|  | Fire/Firestorm |  | Sustained power failure |  | Other: |
|  | Flood |  | Terrorism |  | Other: |

1. **SECONDARY HAZARDS**

What secondary effects from those hazards are likely to impact your organization?

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|  | Communication system breakdown |  | Overwhelmed medical/mortuary services |
|  | Power outages |  | Other: |
|  | Transportation blockages |  | Other: |
|  | Business interruptions |  | Other: |
|  | Mass evacuations/displaced population |  | Other: |

1. **HAZARD PRIORITY**

What are the highest priority hazards? Consider such factors as:

* Frequency of occurrence
* Relative likelihood of occurrence
* Magnitude and intensity
* Location (affecting critical areas or infrastructure)
* Spatial extent
* Speed of onset and availability of warning
* Potential severity of consequences to people, critical facilities, community functions, and property
* Potential cascading events (e.g., damage to chemical processing plant, dam failure)

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| #1 Priority Hazard |
| #2 Priority Hazard |
| #3 Priority Hazard |

1. **AREA**

What geographic area(s) or facility location(s) is(are) most vulnerable to the high priority hazards?

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1. **PLANS AND PROCEDURES**

What plans and procedures - emergency response plan, contingency plan, operational plan, standard operating procedures (SOPs) - will guide your organization’s response to an emergency?

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1. **FUNCTIONS**

What emergency management functions are most in need of rehearsal? (e.g., What functions have not been exercised recently? Where have difficulties occurred in the past?)

You can use the following checklist as a starting point.

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|  | Alert Notification (Emergency Response) |  | Health and Medical |  | Resource Management |
|  | Warning (Public) |  | Individual/Family Assistance |  | Continuity of Gov’t or Operations |
|  | Communications |  | Public Safety |  | Other: |
|  | Coordination and Control |  | Public Works/Engineering |  | Other: |
|  | Emergency Public Information |  | Transportation |  | Other: |

1. **PARTICIPANTS**

Who (agencies, departments, operational units, personnel) needs to participate in an exercise? For example:

* Have any entities updated their plans and procedures?
* Have any changed policies or staff?
* Who is designated for emergency management responsibility in your plans and procedures?
* With whom does your organization need to coordinate in an emergency?
* What do your regulatory requirements call for?
* What personnel can you reasonably expect to devote to developing an exercise?

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1. **PROGRAM AREAS**

Mark the status of your emergency program in these and other areas to identify those most in need of exercising.

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|  | **New** | **Updated** | **Exercised** | **Used in Emergency** | **N/A** |
| Emergency Plan |  |  |  |  |  |
| Plan Annex(es) |  |  |  |  |  |
| Standard Operating Procedures |  |  |  |  |  |
| Resource List |  |  |  |  |  |
| Maps, Displays |  |  |  |  |  |
| Reporting Requirements |  |  |  |  |  |
| Notification Procedures |  |  |  |  |  |
| Mutual Aid Pacts |  |  |  |  |  |
| Policy-Making Officials |  |  |  |  |  |
| Coordinating Personnel |  |  |  |  |  |
| Operations Staff |  |  |  |  |  |
| Volunteer Organizations |  |  |  |  |  |
| EOC/Command Center |  |  |  |  |  |
| Communication Facility |  |  |  |  |  |
| Warning Systems |  |  |  |  |  |
| Utility Emergency Preparedness |  |  |  |  |  |
| Industrial Emergency Preparedness |  |  |  |  |  |
| Damage Assessment Techniques |  |  |  |  |  |
| Other: |  |  |  |  |  |

1. PAST EXERCISES

*If your community has participated in exercises before, what did you learn from them, and what do the results indicate about future exercise needs?* For example, consider the following questions:

* Who participated in the exercise, and who did not?
* To what extent were the exercise objectives achieved?
* What lessons were learned?
* What problems were revealed, and what is needed to resolve them?
* What improvements were made following past exercises, and have they been tested?

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