





## Exercise Participation Form

### Instructions

**Section I: Participant Information** identifies basic contact information for the individual participating in the exercise (title, their home jurisdiction, agency, phone and email).

**Section II: Exercise Information** identifies basic overview information about the exercise.

- Exercise Name should be consistent with the Situation Manual / Exercise Plan.
- Exercise Type will specify Seminar, Workshop, Game, Special Event, Tabletop, Drill, Functional or Full-scale.
- Host Jurisdiction refers to the host/lead jurisdiction conducting the exercise. If this is a multi-jurisdictional activity, indicate the jurisdiction with which you are participating.
- Exercise Scenario selects best match for overall exercise scenario
- Date(s) identify the start and end dates for the exercise as a whole.

**Section III: Verification Information** identifies the Authorizing Official (AO) and their role during the exercise. Use the radio buttons to select the most appropriate role during the exercise. The AO is present at the exercise and can verify active participation of the individual in Section I: Participant Information. Use the table to select the Participant Role that best matches their duties and responsibilities during the discussion or operations-based exercise.

Player in the exercise	Participating in a workshop, tabletop, drill, functional or full-scale exercise where the individual performs duties based upon their professional role. Also includes representing emergency management/emergency services at a planning meeting for a special event, or active participation as a member of the audience during a seminar.
Facilitator	Includes managing and conducting a seminar, workshop, game, tabletop exercise, or planning for a special event. Individual duties would include presenting to plenary and breakout sessions and facilitate group discussions.
Simulator	Includes participation in a functional or full-scale exercise where the individual provides simulator support within their area of professional responsibility. Acting as a volunteer victim is NOT considered a Simulator role.
Controller	Includes participation in a functional or full-scale exercise where the individual provides exercise control within their area of professional responsibility.
Evaluator	Includes participating in a drill, functional or full-scale exercise where the individual performs as an evaluator within their area of professional responsibility, to include participation in the data collection and analysis, post-exercise meetings, and assisting in the development of the After Action Report.
Exercise Planning Team Member	Involves participating in the design and development of a tabletop, functional or full-scale exercise. The individual's duties will include setting goals and objectives, crafting the narrative, scenario and injects to generate the MSEL, and culminates in creating the evaluation process
Exercise Director	Senior individual responsible for the design, conduct, logistics and evaluation of a functional or full-scale exercise.

**Attending as an audience member or observer at any level of exercise is not considered active participation.**

Retain the original with other EMPG reporting documentation for the jurisdiction's records.