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Subject: Thank You

Greetings Company Emergency Exercise Participant:

Thank you for your participation in this year's company emergency exercise. It was a success this year and largely because of your involvement. Whether you were a controller, simulator, player, observer or a supporter, your contribution made this exercise what it was and we'd like to take this opportunity to say THANK YOU!

Evaluation Results and Sample Comments:

• 86% of participants strongly agreed or agreed that they have a better understanding of their role and the role of others in an emergency. (Goal of 65%)

• These exercises are a tremendous amount of work and the effort level put in by (the) team was clearly evident in the final product. Incorporating the CIMT is another step forward, and this exercise further reinforced the value in aligning Incident Command with the CIMT.

- Scenario was excellent & breadth of complexity was real. Generation wrinkle was inspired.
- Two words...Well Done!!! Thanks for making it a really great experience for everyone.

We also received critical feedback to assist us in improving future exercises and our ICS structure. We've set deadlines to our critique action items and will work diligently to accomplish these tasks. To highlight a few:

- Change EOC seating assignments to facilitate communication/coordination
- Establish a crisis communication plan with pre-approved message templates
- Improve status communication and other relevant information sharing issues

We appreciate your commitment and dedication to better prepare the company to respond quickly, effectively and efficiently to emergencies. Again, thank you so much for your contribution and we look forward to working with you and/or your team again next year!

Thanks,

Lessly Field Director, Business Continuity Management and Emergency Planning Corporate Security Department