

### **Field Exercise Checklist**

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	<b>Before you go:</b>
	1. Arrange transportation
	2. Arrange lodging and per diem, if necessary
	3. Identify and collect required supplies
	4. Arrange with local health officials
	5. Determine roles and responsibilities
	6. Conduct planning session with participants <ul style="list-style-type: none"> <li>• Describe exercise</li> <li>• Distribute assignments</li> <li>• Describe agenda</li> <li>• Set expectations for behavior in the field</li> <li>• Set expectations for results of data collection</li> </ul>
	<b>During the exercise:</b>
	1. Monitor team activities
	<b>After you return:</b>
	1. Conduct debriefing session with participants <ul style="list-style-type: none"> <li>• Review exercise</li> <li>• Solicit their impressions and opinions</li> <li>• Praise successes</li> <li>• Assign next steps</li> </ul>
	2. Allow time for analysis and interpretation of data
	3. Arrange for presentation of findings to appropriate public health officials
	4. Send thank-you notes to local health officials