



**Activity Title: DEVELOP A FAMILY EMERGENCY PLAN**

**Activity Type: Individual**

**Duration: One month or one quarter**

**Point Values:** - 33 points for developing a Family Emergency Plan  
- 33 points for preparing an Emergency Preparedness Kit  
- 33 points for taking action to be aware of and/or help the local community's disaster preparation effort

### **Description**

**DEVELOP A FAMILY EMERGENCY PLAN** helps people to cope with a potential disaster situation by planning in advance. The purpose of the activity is to provide people with the knowledge of what to do in an emergency and prepare them to act on it. The key elements of an emergency plan are:

1. Knowing what could happen
2. Developing a plan for it
3. Making preparations
4. Practicing

The American Red Cross links, in the *Resources* below, offer tools and instructions for preparing the home and the workplace for an emergency. The Federal Emergency Management Agency's (FEMA) "**Family Emergency Plan**" form is also included to provide vital information that needs to be shared with household members.

Developing a Family Emergency Plan should be a group effort. It invites household members to share responsibilities and work together to ensure that everyone knows the following critical information:

- How to contact one another
- How to get back together
- Where to meet in different situations
- Awareness of disaster plan procedures at various workplaces, schools, and/or child care centers

Every household should have an easy-to-carry emergency preparedness kit of supplies to be used at home, or ready to be taken in an evacuation. The emergency plan should also consider people's special needs and how to care for pets.

The activity rewards people for:

1. Developing a plan
2. Equipping an emergency preparedness kit
3. Learning about and/or getting involved in the local community's disaster preparations



## **How It Works**

1. Determine the duration of the activity and establish incentives, if any, for points earned.
2. Designate a person(s) to receive and record completed items. The designated person(s) then records points earned on the **Group Scoreboard**.
3. Share the *Description* and *Resources* with employees.
4. Communicate before and during the activity, using the resources, health information and quotes provided. Emails, social media postings, posters and communication from management can be effective in promoting participation.
5. Participants share with the designated person(s) the following completed items:
  - a. Completed **Family Emergency Plan** (minimum should be the completed FEMA form)
  - b. **Checklist** of items included in their Emergency Preparedness Kit
  - c. Verbal or written description of what was learned, or how they participated in the local community's disaster preparations
6. Award **Certificates of Achievement**: Gold = 99 points, Silver = 66 points and Bronze = 33 points. Consider holding a prize raffle for each achievement level.
7. Encourage employees to share experiences and complete the **Activity Survey**.

## **Wellness Benefits**

- Peace of mind and confidence in knowing what to do in an emergency situation
- Physical safety in the event of a disaster

## **Measureable Outcomes**

- What percentage of people did not have an emergency plan in place before the activity?
- What percentage of people participated?
- What percentage of people achieved Gold? Silver? Bronze?
- Did people report that the activity was of value?

## **Resources**

American Red Cross (redcross.org)

“Get a Survival Kit”

Link: <http://www.redcross.org/prepare/location/home-family/get-kit>

“Make a Disaster Preparedness Plan

Link: <http://www.redcross.org/prepare/location/home-family/plan>

“Prepare Your Home and Family”

Link: <http://www.redcross.org/prepare/location/home-family>

“Prepare Your Workplace”

Link: <http://www.redcross.org/prepare/location/workplace>



### **Resources continued**

Centers for Disease Control and Prevention (emergency.cdc.gov)

“Develop a Family Disaster Plan”

Link: <http://emergency.cdc.gov/preparedness/plan/>

Federal Emergency Management Agency (FEMA) - Ready America (ready.gov)

“Family Emergency Plan”

PDF Link (copy and paste in the address bar):

[http://www.ready.gov/sites/default/files/documents/files/Family\\_Emergency\\_Plan.pdf](http://www.ready.gov/sites/default/files/documents/files/Family_Emergency_Plan.pdf)

“Make a Plan”

Link: <http://www.ready.gov/make-a-plan>

“Plan to Protect Yourself & Your Family”

Link: <http://www.ready.gov/emergency-planning-checklists>

Everyday Health (everydayhealth.com)

“Develop a Family Emergency Plan”

Link: <http://www.everydayhealth.com/family-health/understanding/index.aspx>

National Disaster Education Coalition (disastercenter.com)

“Family Disaster Plan”

Link: [http://disastercenter.com/New\\_Guide/Family\\_Disaster\\_Plan.html](http://disastercenter.com/New_Guide/Family_Disaster_Plan.html)

National Hurricane Center (nhc.noaa.gov)

“Family Disaster Plan”

Link: <http://www.nhc.noaa.gov/prepare/ready.php>

### **Additional Ideas**

- Encourage employees to help family members, friends and neighbors to develop their own emergency plans.
- With employee permission, share model emergency plans that will help others develop their own.
- Invite representatives from different public safety organizations to talk to employees about emergency preparedness.
- Provide a price list for the emergency preparedness kit contents.
- Practice emergency preparedness at work.

### **One-Day Challenges**

- “Emergency Preparedness Challenge” – simulate an emergency situation and test people’s preparedness.
- “Emergency Contact Challenge” – employees list people that they would have to contact immediately, if they were in an emergency situation. They should provide phone numbers where the contacts can be reached at various times throughout the day.
- “Family Emergency Challenge” – employees share what they learned about emergency preparedness plans at their immediate family members’ places of work, school and/or child care providers.



### **One-Day Challenges continued**

- “Where to Meet Challenge” – people share decisions made at home regarding where to meet in the event of daytime or nighttime emergencies that necessitate meeting outside the home.
- “Auto Emergency Preparedness Kit Challenge” – people share, by list or example, the contents of an auto emergency preparedness kit.

### **Quotes**

1. *“Be Prepared... the meaning of the motto is that a scout must prepare himself by previous thinking out and practicing how to act on any accident or emergency so that he is never taken by surprise.”* – Robert Baden-Powell, Boy Scout Founder (1857-1941)
2. *“One of the tests of leadership is the ability to recognize a problem before it becomes an emergency.”* –Arnold H. Glasow, American humor magazine publisher who authored his first book at age 92 (1905-1993)
3. *“Your own safety is at stake when your neighbor’s wall is ablaze.”* – Horace, Roman poet (65-8 BC)
4. *“Fear is the foundation of safety.”* – Tertullian, early Christian writer (160-220 AD)
5. *“Safety is something that happens between your ears, not something you hold in your hands.”* – Jeff Cooper, International expert on the use and history of small arms (1920-2006)
6. *“It wasn’t raining when Noah built the ark.”* – Howard Ruff, American financial advisor (1931- )
7. *“Preparation through education is less costly than learning through tragedy.”* --Max Mayfield, Director National Hurricane Center
8. *“Preparedness, when properly pursued, is a way of life, not a sudden, spectacular program.”* – Spencer W. Kimball, American business, civic and religious leader (1895-1985)
9. *“Remember; when disaster strikes, the time to prepare has passed.”* – Steven Cyros, Writes on disaster preparedness
10. *“Self-Reliance is a prerequisite to the complete freedom to act.”* – Marion G. Romney, Apostle and member of the First Presidency of The Church of Jesus Christ of Latter-day Saints (1897-1988)
11. *“Dread of disaster makes everybody act in the very way that increases the disaster.”* – Bertrand Russell, British philosopher and social critic (1872-1970)
12. *“When a man arrives at great prosperity God did it: when he falls into disaster he did it himself.”* – Mark Twain, American author and humorist (1835-1910)
13. *“Public calamity is a mighty leveler.”* – Edmund Burke, Irish/British political figure (1729-1797)
14. *“Good luck happens when preparedness meets opportunity.”* – Bret Harte, American author and poet (1836-1902)
15. *“Today, as never before, the fates of men are so intimately linked to one another that a disaster for one is a disaster for everybody.”* – Natalia Ginzburg, Italian author (1916-1991)
16. *“Many a happiness in life, as many a disaster, can be due to chance, but the peace within us can never be governed by chance.”* – Maurice Maeterlinck, Belgian poet (1862-1949)
17. *“All things are ready, if our mind be so.”* – William Shakespeare, *Henry V*



### **Quotes continued**

18. *"If we continue to address the issue of the environment where we live as though we're the only species that lives here, we'll create a disaster for ourselves."* – Gaylord Nelson, Former U.S. Senator and Governor of Wisconsin who was the founder of Earth Day
19. *"There's no harm in hoping for the best as you're prepared for the worst."* – Stephen King, *Different Seasons*
20. *"Prepare for the unknown by studying how others in the past have coped with the unforeseeable and the unpredictable."* – General George S. Patton, American WW II leader (1885-1945)
21. *"Chance favours the prepared mind."* – Louis Pasteur, French chemist and microbiologist, famous for discoveries related to vaccinations and pasteurization (1822-1895)
22. *"Better to arrive late and ready, than early and unprepared."* – POB Bismark, imagery poet and voiceover artist
23. *"Private-sector preparedness is not a luxury; it is a cost of doing business in the post-9/11 world. It is ignored at a tremendous potential cost in lives, money and national security."* – The 9 11 Commission Report
24. *"Go to the ant, you sluggard; consider its ways and be wise! It has no commander, no overseer or ruler, yet it stores its provisions in summer and gathers food at harvest."* – Proverbs 6:6
25. *"Hope for the best, prepare for the worst."* – English Proverb
26. *"By failing to prepare, you are preparing to fail."* – Benjamin Franklin, Founding Father, author, inventor and politician (1706-1790)
27. *"Coward: One who, in a perilous emergency, thinks with his legs."* – Ambrose Bierce, American journalist and author (1842-1914)
28. *"Despair is most often the offspring of ill-preparedness."* – Don Williams Jr., American poet and novelist (1968- )
29. *"I tell this story to illustrate the truth of the statement I heard long ago in the Army: Plans are worthless, but planning is everything. There is a very great distinction because when you are planning for an emergency you must start with this one thing: the very definition of 'emergency' is that it is unexpected, therefore it is not going to happen the way you are planning."* – General Dwight D. Eisenhower, 34<sup>th</sup> President of the U.S., Supreme Allied Commander during WW II (1890-1969)
30. *"Do every day or two something for no other reason than its difficulty, so that, when the hour of dire need draws nigh, it may find you not unnerved and untrained to stand the test."* – William James, American philosopher and psychologist (1842-1910)



## **Emergency Plan Information**

Everyday Health (everydayhealth.com)

“Develop a Family Emergency Plan”

Link: <http://www.everydayhealth.com/family-health/understanding/index.aspx>

By Chris Iliades, MD, Medically reviewed by Lindsey Marcellin, MD, MPH, Last Updated: 02/11/2010

### ***Develop a Family Emergency Plan***

***The best way to protect your family from a disaster is to prepare a family emergency plan. Get tips on mapping out an evacuation route, assembling a disaster kit, and more.***

*Would your family know what to do if you had to implement an evacuation plan? Each year thousands of people are forced to leave their homes because of disasters such as industrial accidents, weather events, and fires. If you don't have a family emergency plan in place, now is the time to develop one.*

*Emergency planning begins with risk assessment. Find out what types of disasters are most likely for your area. Learn about emergency plans for your community, workplace, and your children's schools. Once you have that information, gather family members together and start putting your emergency plan in place.*

#### ***Emergency Planning: Your Family Evacuation Plan***

*Start with an evacuation plan for your home and then determine an evacuation route. Here's how:*

- *Draw up a home floor plan with two escape routes for each room. Make sure children know the routes.*
- *Establish a place to meet outside the house and have alternate meeting places in the neighborhood.*
- *Have a full tank of gas, proper clothing, disaster supplies, important documents, and a supply of cash or travelers checks ready to go with you.*
- *Secure your home.*
- *Make sure you have a map of your community with all emergency evacuation routes.*

#### ***Emergency Planning: Family Communication***

*One thing that families fear most in an emergency situation is being separated from one other, so an essential part of your emergency planning is communication. Here are some tips:*

- *Agree on an out-of-town contact in case local communications are down.*
- *Make a family contacts' card for each family member with important contact information.*
- *Program "ICE" (In Case of Emergency) contacts in all of your cell phones.*
- *Get familiar with the Red Cross Web site, where you can register yourself as safe and also search for family members.*
- *Find out about any community alert services that will send you instant text or e-mail alerts for local emergencies.*

#### ***Emergency Planning: Family Emergency Kit***

*Family emergencies also happen in the home. "Every family should be prepared for dealing with medical problems and safety issues that could affect everyone from time to time," says Melissa Parsons, MD, a pediatrician at the Ohio State University Medical Center. Consider learning safety skills like basic first aid and CPR (cardiopulmonary resuscitation). Also, make sure everyone knows where the fire extinguisher is and how to use it.*



Here are Dr. Parsons's recommendations for what should be in your emergency kit:

- *Emergency contacts, including emergency personnel, fire, police, physician, and dentist*
- *Flashlight, radio, and batteries*
- *First-aid manual*
- *Sterile saline solution*
- *Gauze pads, adhesive strips, and sterile gloves*

#### **Emergency Planning: Family Emergency Kit continued**

- *Scissors, tweezers, and thermometer*
- *Ice pack*
- *Medicine cup or syringe for measuring medicine doses*
- *Acetaminophen (Tylenol) and ibuprofen (Motrin)*
- *Antibiotic ointment, calamine lotion, sunscreen, and lip balm*

#### **Emergency Planning: Special Needs**

*If someone in your family has special needs, you must take those into account when developing an emergency and evacuation planning. Keep in mind that family members with mobility, hearing, or visual problems may be more reluctant to leave home and will need special assistance. Other issues to consider include:*

- *Communication and vision problems, such as the need for hearing aids and eyeglasses or contact lenses*
- *Special dietary needs*
- *Medical conditions needing medication or medical equipment such as oxygen or diabetic testing strips*

#### **Emergency Planning: Pets**

*Don't forget to include your family pets in your emergency plan:*

- *Identify ahead of time motels or animal shelters that accept pets.*
- *Have a pet-emergency kit ready including food, medicines, and supplies.*
- *Keep pet identification tags updated.*
- *Have a pet carrier, leash, or harness on hand.*
- *If you need to leave a pet behind, bring the pet inside with food and water, leave the toilet seat up, and leave a contact number behind.*

*The best way to protect your family is to have an emergency plan in place — and the best time for emergency planning is now. Make sure the whole family is involved and informed. It's your family and it's your responsibility.*



## **American Red Cross Recommended Supplies for an Emergency Preparedness Kit**

At a minimum, have the basic supplies listed below. Keep supplies in an easy-to-carry emergency preparedness kit that you can use at home or take with you in case you must evacuate.

- \_\_\_\_\_ Water—one gallon per person, per day (3 day supply for evacuation, 2 week supply for home)
- \_\_\_\_\_ Food-nonperishable, easy-to-prepare items (3-day evacuation supply, 2-week supply for home)
- \_\_\_\_\_ Flashlight
- \_\_\_\_\_ Battery powered or hand crank radio (NOAA Weather Radio, if possible) with extra batteries
- \_\_\_\_\_ First aid kit
- \_\_\_\_\_ Medications (7 day supply) and medical items
- \_\_\_\_\_ Multi-purpose tool
- \_\_\_\_\_ Sanitation and personal hygiene items
- \_\_\_\_\_ Copies of personal documents (medication list and pertinent medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies)
- \_\_\_\_\_ Cell phone with chargers
- \_\_\_\_\_ Family and emergency contact information
- \_\_\_\_\_ Extra cash
- \_\_\_\_\_ Emergency blanket(s)
- \_\_\_\_\_ Map(s) of the area

Consider the needs of all family members and add supplies to your kit. Suggested items to help meet additional needs are:

- Medical supplies (hearing aids with extra batteries, glasses, contact lenses, syringes, cane)
- Baby supplies (bottles, formula, baby food, diapers)
- Games and activities for children
- Pet supplies (collar, leash, ID, food, carrier, bowl)
- Two-way radios
- Extra set of car keys and house keys
- Manual can opener

Additional supplies to keep at home or in your kit based on the types of disasters common to your area:

- Whistle
- N95 or surgical masks
- Matches
- Rain gear
- Towels
- Work gloves
- Tools/supplies for securing your home
- Extra clothing, hat and sturdy shoes
- Plastic sheeting
- Duct tape
- Scissors
- Household liquid bleach
- Entertainment items
- Blankets or sleeping bags



# Ready

# Family Emergency Plan



FEMA

Prepare. Plan. Stay Informed. ®



Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.

Out-of-Town Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Neighborhood Meeting Place: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Regional Meeting Place: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fill out the following information for each family member and keep it up to date.

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Important Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Important Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Important Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Important Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Important Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Important Medical Information: \_\_\_\_\_

Write down where your family spends the most time: work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans that you and your family need to know about.

### Work Location One

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### School Location One

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### Work Location Two

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### School Location Two

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### Work Location Three

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### School Location Three

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### Other place you frequent

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### Other place you frequent

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

Important Information	Name	Telephone Number	Policy Number
Doctor(s):			
Other:			
Pharmacist:			
Medical Insurance:			
Homeowners/Rental Insurance:			
Veterinarian/Kennel (for pets):			

Dial 911 for Emergencies



FEMA

# Ready

# Family Emergency Plan

Prepare. Plan. Stay Informed.



Make sure your family has a plan in case of an emergency. Fill out these cards and give one to each member of your family to make sure they know who to call and where to meet in case of an emergency.

ADDITIONAL IMPORTANT PHONE NUMBERS & INFORMATION:

**Family Emergency Plan** 

EMERGENCY CONTACT NAME: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

OUT-OF-TOWN CONTACT NAME: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

NEIGHBORHOOD MEETING PLACE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

OTHER IMPORTANT INFORMATION: \_\_\_\_\_

DIAL 911 FOR EMERGENCIES 

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ADDITIONAL IMPORTANT PHONE NUMBERS & INFORMATION:

**Family Emergency Plan** 

EMERGENCY CONTACT NAME: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

OUT-OF-TOWN CONTACT NAME: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

NEIGHBORHOOD MEETING PLACE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

OTHER IMPORTANT INFORMATION: \_\_\_\_\_

DIAL 911 FOR EMERGENCIES 

ADDITIONAL IMPORTANT PHONE NUMBERS & INFORMATION:

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EMERGENCY CONTACT NAME: \_\_\_\_\_  
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OUT-OF-TOWN CONTACT NAME: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

NEIGHBORHOOD MEETING PLACE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

OTHER IMPORTANT INFORMATION: \_\_\_\_\_

DIAL 911 FOR EMERGENCIES 

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EMERGENCY CONTACT NAME: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

OUT-OF-TOWN CONTACT NAME: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

NEIGHBORHOOD MEETING PLACE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_

OTHER IMPORTANT INFORMATION: \_\_\_\_\_

DIAL 911 FOR EMERGENCIES 

Group Name: \_\_\_\_\_  
 Month/Year: \_\_\_\_ / \_\_\_\_

# DEVELOP AN EMERGENCY PLAN

## Group Scoreboard

#	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
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**Enter 33 points when each of the following tasks are completed: 1) Emergency Plan 2) Emergency Kit 3) Community Awareness**



# Emergency Plan

## Certificate of Achievement

Awarded to:

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for

# GOLD LEVEL

## Performance

\_\_\_\_ / \_\_\_\_  
Month      Year

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## Points Earned



# Emergency Plan

## Certificate of Achievement

Awarded to:

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for

# SILVER LEVEL

## Performance

\_\_\_\_ / \_\_\_\_  
Month      Year

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## Points Earned



# Emergency Plan

## Certificate of Achievement

Awarded to:

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for

# BRONZE LEVEL

## Performance

\_\_\_\_ / \_\_\_\_  
Month      Year

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## Points Earned



## ACTIVITY SURVEY

Activity Name: \_\_\_\_\_

Final Day of Activity (MM/DD/YYYY): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please rate the statements below by circling the number that best represents your experience.

- 1 – Strongly Disagree
- 2 – Disagree
- 3 – Neither Agree nor Disagree
- 4 – Agree
- 5 – Strongly Agree

- |    |  |   |   |   |   |   |
|----|--|---|---|---|---|---|
| 1. | I enjoyed participating in this activity.                                      | 1 | 2 | 3 | 4 | 5 |
| 2. | The activity increased my happiness.   | 1 | 2 | 3 | 4 | 5 |
| 3. | The activity improved my health.   | 1 | 2 | 3 | 4 | 5 |
| 4. | The activity improved my energy level.   | 1 | 2 | 3 | 4 | 5 |
| 5. | The activity reduced my stress level.  | 1 | 2 | 3 | 4 | 5 |
| 6. | I learned something valuable about my health and wellbeing from this activity. | 1 | 2 | 3 | 4 | 5 |
| 7. | I plan to make personal lifestyle changes because of this activity.            | 1 | 2 | 3 | 4 | 5 |
| 8. | I would like to do this activity again.  | 1 | 2 | 3 | 4 | 5 |
| 9. | The activity improved morale in the workplace.                                 | 1 | 2 | 3 | 4 | 5 |

***Please use the back of this page to add comments about your experience.***