Ready, Set, BinGO!
Bingo & Prompts

Facilitator’s Manual

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Overview

This manual details how our team designed and facilitated bingo activities and written prompts to gather information about the knowledge and concerns of Glacier National Park employees regarding evacuation. Our activities were designed to provoke thought, gauge interest, and collect responses from the perspective of a variety of different staff members.

**Intended Audience:** Glacier National Park staff members

**Materials:**
- Markers and pens
- Large and small sticky notes
- Notepads
- Bingo Cards
- Large sheets of paper

**Estimated Time:** 30 to 60 minutes

**Designing the Event:**
- Designing Bingo Activities
- Creating Prompts
Designing Bingo Activities

Bingo activities are helpful to gain insight into the general experiences, opinions, and thoughts of participants.

Creating Bingo Cards

A helpful resource for designing bingo cards is https://bingobaker.com/. This site provides a template to create bingo sheets, with customizable titles and topics for each bingo square. The title and content of each bingo square can be changed by typing directly into the text boxes.

Changing Bingo Card Dimensions

This template also includes adaptable dimensions to make the bingo game smaller or larger, with options for 3x3, 4x4, 5x5, 6x6 or 7x7 bingo squares. The dimensions can be adjusted by selecting the desired option from the drop-down menu.
Changing Bingo Card Color

The color of the bingo cards’ background, text, and grid lines can also be adjusted by selecting each setting and moving the cursor to the desired color.

Facilitating Bingo Activities

While bingo is a self-guided activity, it is helpful to have a facilitator nearby to answer participant questions and provide further instruction as needed. Bingo also requires participants to directly interact with the activity materials, and thus bingo sheets should be displayed on a flat surface in a way that is easy for participants to read and write on.
Creating Prompts

Designing Thoughtful Prompts

Written prompts provide a space for participants to directly voice their concerns and opinions about specific topics that may not be adequately covered in the bingo activities. It is helpful to phrase the prompts as open-ended questions that participants can engage with thoughtfully. The prompts can also act as a tool to encourage further discussion and thought for the topics presented in them.

Displaying Prompts

Prompts should be displayed on a solid surface with large sheets of paper that have ample room for written responses. It is best to collect all the responses to a given prompt on a single sheet of paper. This allows the participants to write their own responses while also referring to other responses to voice their agreement or disagreement. With several prompts, it is helpful to display them in an order that leads the participants logically from one topic to the next, or from a general topic to more specific aspects of each topic.

Photo taken by Andy Cochran
Facilitating Prompts

A facilitator should be seated near the prompt sheets to provide instructions or clarifications to participants. Given the nature of the prompts, participants may also want to engage in further discussion with the facilitator after writing their responses. It is helpful for the facilitator to prepare additional sets of relevant questions to follow up with participants.
Sample Activities

Bingo Activities and Prompts to Raise Awareness and Gather Information about Post-Evacuation Processes in Glacier National Park

**Intended Audience**
Glacier National Park staff members at an all-staff potluck

**Estimated Time**
30 to 60 minutes

**Materials**
Markers and pens
Large and small sticky notes
Notepads
Resource Bingo Cards
Emergency Bingo Cards
Large sheets of paper

**Designing the Event**
Sample Activity Setup
Sample Bingo Activities
- Resource Bingo
- Emergency Bingo
Sample Prompt Activity
Sample Activity Setup

1. Set up two tables to display the activities, one table for the bingo sheets, the other for the prompts.

2. Evenly distribute the large prompt sheets on one table and place a variety of writing utensils around them. Ensure that each prompt is visible and has sufficient room for participants to write.

3. On the other table, arrange the bingo cards evenly to ensure that they are all visible to participants. Excess bingo cards can be placed in a stack and monitored by the facilitator to replenish them as needed.

4. If there are multiple different bingo cards, designate different parts of the table to each card to prevent confusion. It may also be helpful to verbally explain that there are multiple different cards to participants as they approach the table.

5. It can be helpful to provide other incentives, such as candy or other small prizes, to participants. These incentives can be presented in a bowl or spread around the activity tables.
Sample Bingo Activity
Resource Bingo

Goal
Elicit information about the materials and supplies Glacier National Park staff members owned that could be helpful in relocation efforts.

Game Format
The resource bingo cards listed various different supplies that could be helpful in an evacuation and relocation context. Participants were directed to circle the supplies and tools that they had in green, then to draw an “X” through those that they didn’t have in red.
Sample Bingo Cards
Resource Bingo

<table>
<thead>
<tr>
<th>B</th>
<th>I</th>
<th>N</th>
<th>G</th>
<th>O</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period Products</td>
<td>Emergency Blanket</td>
<td>Cooler</td>
<td>Cleaning Supplies</td>
<td>Flashlight</td>
</tr>
<tr>
<td>Portable drinking water</td>
<td>Trash Bags</td>
<td>Mess Kit</td>
<td>Canned Food</td>
<td>Maps</td>
</tr>
<tr>
<td>Tool Kit</td>
<td>Tent</td>
<td>Whistle</td>
<td>Jackets, Gloves, Hats</td>
<td>Lighter</td>
</tr>
<tr>
<td>Extra Clothes</td>
<td>First-Aid Kit</td>
<td>Toiletries</td>
<td>RV</td>
<td>Batteries</td>
</tr>
<tr>
<td>Sleeping Bag</td>
<td>Radio</td>
<td>Toilet Paper</td>
<td>Portable Stove; Fuel</td>
<td>Multitool</td>
</tr>
</tbody>
</table>
## Sample Bingo Cards
### Resource Bingo Completed

<table>
<thead>
<tr>
<th>B</th>
<th>I</th>
<th>N</th>
<th>G</th>
<th>O</th>
</tr>
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<td>Tent</td>
<td>Whistle</td>
<td>Jackets, Gloves, Hats</td>
<td>Lighter</td>
</tr>
<tr>
<td>Extra Clothes</td>
<td>First Aid Kit</td>
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<td>RV</td>
<td>Batteries</td>
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<td>Sleeping Bag</td>
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<td>Toilet Paper</td>
<td>Portable Stove; Fuel</td>
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</tbody>
</table>
Sample Bingo Activity
Emergency Bingo

**Goal**
Identify the past evacuation experiences of staff members and determine what areas of evacuation and relocation plans were the most unclear to park staff.

**Game Format**
The bingo cards included statements designed to highlight staff members’ past evacuation experiences and concerns. Participants were directed to circle the statements that they related to.
### Emergency Bingo

<table>
<thead>
<tr>
<th>B</th>
<th>I</th>
<th>N</th>
<th>G</th>
<th>O</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filled out the &quot;Ready&quot; stage checklist</td>
<td>Had to Evacuate Pets</td>
<td>Prepared an Emergency &quot;Go!&quot; Bag</td>
<td>Been evacuated for over 3 days</td>
<td>Experienced an Evacuation Warning</td>
</tr>
<tr>
<td>Used Camping Gear in an Emergency</td>
<td>Been unable to account for a co-worker after an evacuation</td>
<td>Feared for your safety during or after an evacuation</td>
<td>Felt unsure of what equipment to take in an evacuation</td>
<td>Felt unsure of what documents to take in an evacuation</td>
</tr>
<tr>
<td>Lacked necessary resources after an evacuation</td>
<td>Overestimated the time you had to prepare for an evacuation</td>
<td>Shared resources in an emergency</td>
<td>Evacuated Children/Infants</td>
<td>Spent time in a relocation center</td>
</tr>
<tr>
<td>Felt unsure of where to go after an evacuation</td>
<td>Felt unsure of which evacuation routes to take</td>
<td>Borrowed resources in an emergency</td>
<td>Been unsure of where your &quot;check-in point&quot; is</td>
<td>Experienced an Evacuation Order</td>
</tr>
<tr>
<td>Left Behind Important items during an evacuation</td>
<td>Lost comms during an evacuation</td>
<td>Filled out the &quot;Set&quot; stage checklist</td>
<td>Family/Friends have experienced evacuation orders</td>
<td>Underestimated the length of time you would be evacuated</td>
</tr>
<tr>
<td>B</td>
<td>I</td>
<td>N</td>
<td>G</td>
<td>O</td>
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</tr>
</tbody>
</table>
Sample Prompt Activity
Fire Evacuation Prompts

Goal
Our team designed four different prompts to better understand the concerns of Glacier National Park staff on wildfire evacuation and relocation. These prompts were intended to gather a variety of perspectives on fire evacuation and relocation in the park.

Game Format
The prompts were written on large sheets of paper affixed to a table. We also provided a variety of different colored markers for participants to write their responses.

Sample Prompts
What comes to mind when you hear “fire evacuation”?

What are your concerns regarding fire evacuations?

What resources do you think would be helpful during & after a fire evacuation?

What assets do you have that can be used for an evacuation or relocation?
What comes to mind when you hear "Fire Evacuation"?

Priority Items

A "Go Bag"

Pack!!!

"Stop, Drop & Roll"
Walking out of a building until it is safe.

What should I bring?

Essentials:
What do I have that exists nowhere else?
What is critical & possibly unique to the function I provide & to the park?

Unknowable:
Length of time away
What would I do
Place I lived
Burnt down
Burnt & unrecognizable

What is in danger?
Buildings, programs, people?

What do I go?

Scary!

Burn Baby Burn... Disco Inferno
What are your CONCERNS regarding Fire Evacuation?

A meeting Place!
Employees understanding THE PLAN
Simple
Check LIST

What do we take with us (work-related materials)?
Exit!

Where to go 
& what to bring?

Being notified w/o enough time to get all my things.  \(\Rightarrow\) Yes
Not knowing where to meet once evacuated  \(\Rightarrow\) Yes
Employees that I supervise and live in housing

Where to live once evacuated

Baby decks left behind

Planned evacuation route being blocked

What to bring

Only 1 way to Drive out of West G
What **Resources** would be helpful to you **during & after a Fire Evacuation**?

- A **brief, clear plan**
- A **list of the places we'd be evacuated to**, and **s/how to report to work**.
- **Internet** & **assigned devices**
- **Access to computer files/driver**
- **Plenty of time to prepare**
- **Satellite phone/Garmin**
- **Clear communication** on what to do
- **People to call**
- **Place to shower**
- **Someone to contact that I'm safe**
- **If re: work**

**Water, snacks**

> TRUCK + people to move stuff
> (we can rent space)
What **Assets** do you have that can be used in an **Evacuation** or for a **Relocation**?

* **Skills**, physical resources, property, etc.

- Hunting skills
- **Age**
- **Survival Skills**
- **WPR**
- **CPR**
- **Camping gear**
- **Spreadsheet tracking**
- Owning camping supplies

- Married to a doctor/doctor
- First Aid
- Communication Skills
- **Truck**
- **Trailers**
- **USGS** samples + some datasets
- Knowledge of area
- Fire extinguisher
- Evacuation notification system & point of contact
- A car & family friends to stay with

WFR, EMT, FRS, First Aid