

SUBCOMMITTEE ON EXERCISES AND DRILLS WORKSHOP MINUTES

May 5, 2008

The Subcommittee on Exercises and Drills conducted its annual Workshop on May 5, 2008, 8-11:30 AM, in Washington DC. Eighteen different organizations/sites were represented by thirty five attendees. This turnout was exceptional considering there were five other meetings taking place at the same time.

The following topics were discussed. (Note: All presentations should be posted on the EMI SIG website in the near future.)

- Welcome and Introductions
 - Terry Nore, Subcommittee Co-Chair opened the Workshop by thanking all those in attendance. Attendees then introduced themselves.
- 2007-2008 Subcommittee Objectives
 - Conduct an Annual Workshop. We conducted our Workshop on May 5, 2008. We also agreed if for some reason the 2009 EMI SIG was not conducted, we would attempt to conduct our Workshop during the same timeframe (May 2009), probably at a location easy and cheap to get to (Las Vegas, Albuquerque, Chicago, etc).
 - Conduct Quarterly Conference Calls. We conducted CCs on 08/15/07, 11/11/07, 02/20/08, and 04/08/08. An average of 17 organizations was represented by an average of 24 Subcommittee members. Topics included Objective status, Exercise Builder update, and Site Updates. Every CC included sharing of information!
 - Develop an Actual Emergency After-Action Report Format. Our Subcommittee was tasked by the Steering Committee to develop a generic format Actual Emergency After-Action Report. Tony Hass, SRS, Subcommittee Co-Chair lead this effort. The draft format was presented to the Steering Committee on May 5, 2008. Jim Fairbent, NA-41, will provide comments and Tony will finalize the document.
 - Continue Improving Exercise Builder. Along with some little 'tweaks' the major upgrade to EB is the addition of an exercise After-Action Report generator. The EB Task Group, made up of representatives from 12 DOE sites and HQ hammered out the details during their annual meeting last December. This upgrade completes the circle for developing and documenting drills and exercises.
 - Form a Training Working Group. The TWG has been formed, and goals and objectives have been developed. Co-Chairs are Bob Burger, SNL, and Fred Webb, SRS.
- Exercise Builder 2008. Jim Noey, ORISE, EB Program Manager, reviewed the changes made and demonstrated the newest addition, the After-Action Report generator.
- Oak Ridge Reservation Drill & Exercise Committee. Amber Martin, Navarro, provided a brief overview of the Oak Ridge Reservation Drill & Exercise Committee that is made up of the three DOE sites (ETTP, ORNL, Y-12) in the Oak Ridge Area.
- Improving EPI Through Training and Drills. Darrell Lankford's presentation focused on the need to engage and involve the Emergency Public Information Program at our sites during our emergency management training, drills and exercises.
- Exercise Issue Validation at the NTS. David Stuhan, NTS, provided a synopsis of a new process being fielded at NTS for validating corrective actions of exercise related issues.

- Actual Event After-Action Report Format. Tony Hass, SRS, Subcommittee Co-Chair, passed out the draft report format that was to be presented to the Steering Committee later that day.
- Closing Remarks.
 - Intense debates and campaigning resulted in Terry Nore, Tony Hass and David Stuhan being elected Co-Chairs for our Subcommittee for the 2008-2009 year.
 - 2008-2009 Objectives were brainstormed. Some of the recommendations are:
 - Conduct a Workshop
 - Conduct quarterly Conference Calls
 - Continue Improving Exercise Builder
 - Update our website
 - Advisor Comments. Bill Hawkins, HQ Advisor, and Robert Gee, Steering Committee Advisor, both remarked how productive and important our Subcommittee is and challenged us to keep up the good work.

Thanks to all who attended and we'll talk at our next Conference Call on August 13, 2008.