



Idaho National Laboratory

Managing Your Emergency Response Teams

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Idaho National Laboratory
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Problem

- **Ensure that ERO positions and teams are adequately staffed and that the members are assigned to teams.**
- **And overall, ensure that the data is accurate and complete for the personnel in the organization.**

What did we do

- **Decided to automate the process**
- **Identified requirements and current process**
 - **Spreadsheets**
 - **Access database**
 - **Paper forms**
 - **Emails**
- **Designed new web Response Personnel Information System (RPIS)**

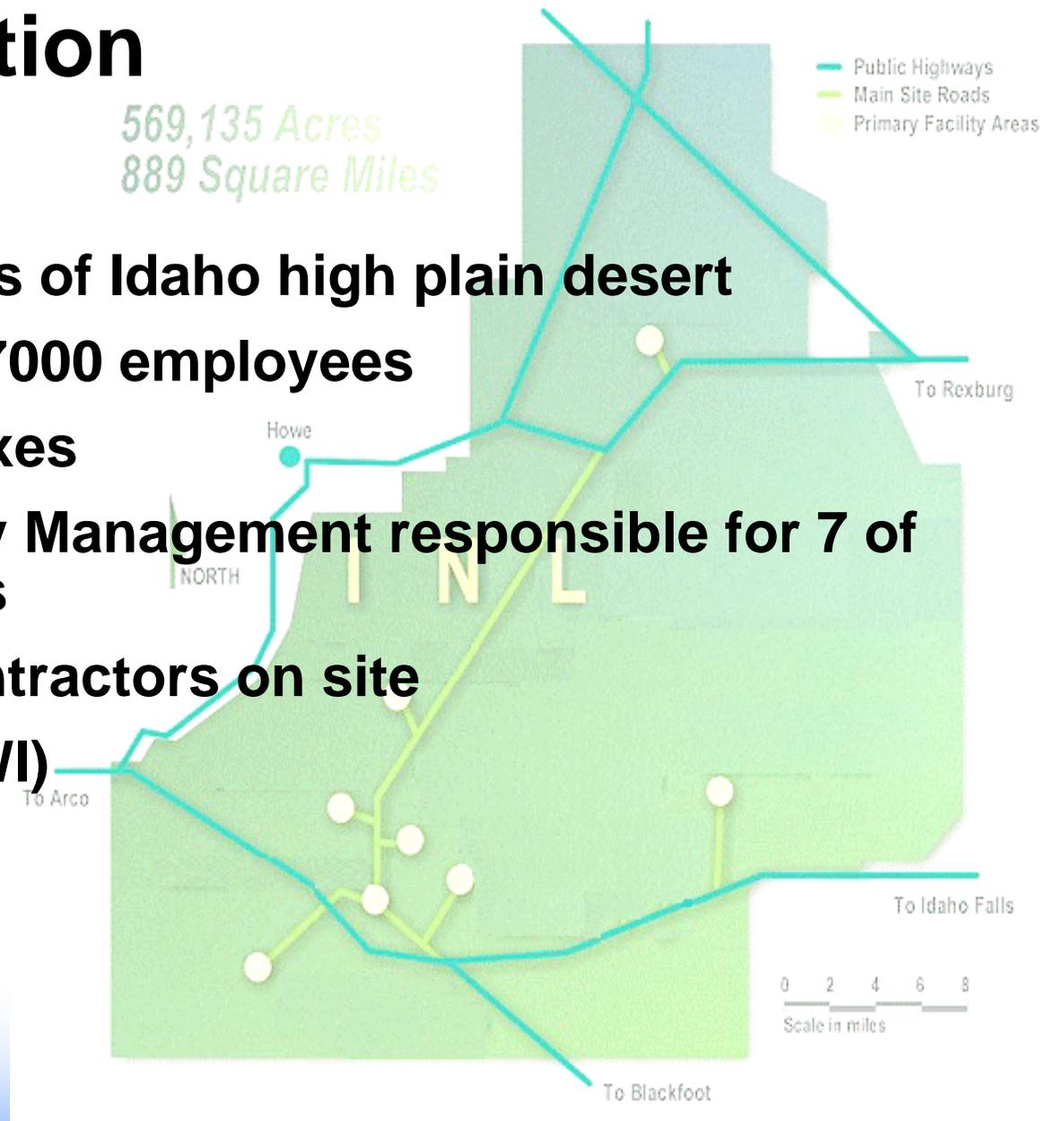
What did we do

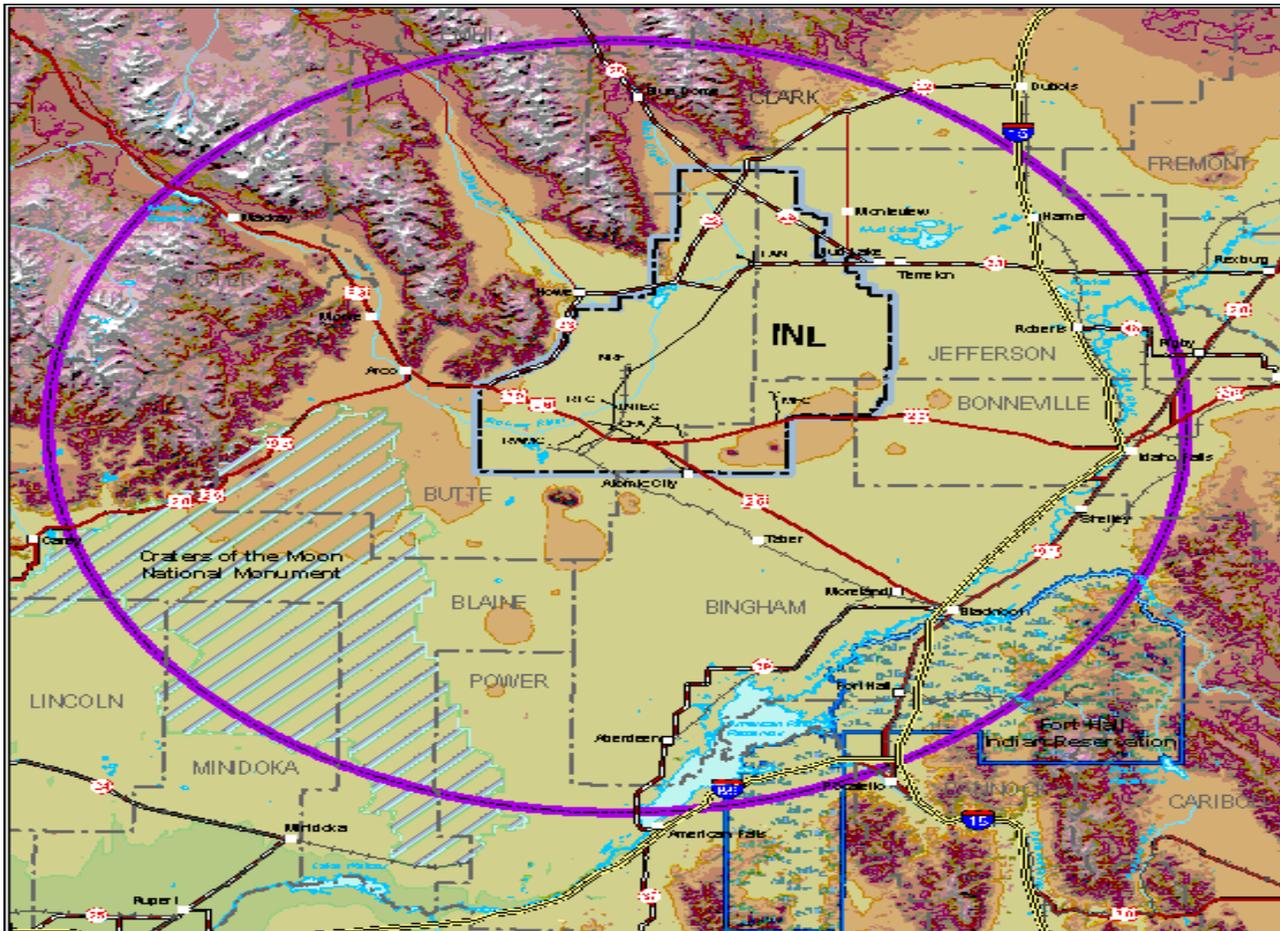
- **Developed RPIS**
- **Tested and evaluated – steps**
 - **Define a discipline (Administrators, Planners, RPIS users, Managers, INL Public)**
 - **Discipline test**
 - **Incorporated comments**
- **Phased approach - release different modules to production**

INL Description

569,135 Acres
889 Square Miles

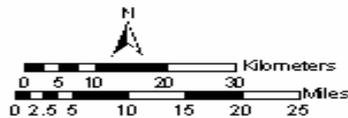
- 889 square miles of Idaho high plain desert
- Approximately 7000 employees
- 8 major complexes
- BEA Emergency Management responsible for 7 of the 8 complexes
- Three major contractors on site (BEA, CWI, BBWI)





Legend

- 50 Mile Radius
- Cities
- Interstate Highway
- US Highway
- State Highway
- Secondary Highways
- INL Roads
- Railroad Tracks
- Rivers and Streams
- County Boundaries
- INL Boundary
- Idaho State Boundary



Road - Emergency Planning Map (Population Cent
 Map Population - Richard J. Lee
 GIS Analyst - Dan Mahnam
 Date: 04/29/2009
 Disclaimer - Contact the S&L at 525-5529 for internal
 about the data shown on this map.
 Path: X:\Aggs_project\slm\emergency_2009\inl_50_m
 File Name: Population_Centers_50_mile_5-ap_v1.mxd
 Control Number: S&L AM00 1228



Managing Information for ERO Teams

- **Response Personnel Information System (RPIS) developed at the INL to replace manual processes**
 - **Spreadsheets**
 - **Access database**
 - **Company form**
- **Provide consistent, accessible interface**
- **The reporting capabilities of the system provide Facility Planners and ERO management personnel the information they need in order to answer questions and make decisions about personnel, positions and teams contained in the system.**

ERO Process - Automation

- **Identify member and enroll**
 - **Integration with company Enterprise Employee information (3 databases)**
 - **Assign role**
 - **Assign ERO Position**
- **Track training and drill**
 - **Integration to existing Training system**
 - **Update profile in the new ERO system**
- **Assign to a team**
 - **Integration with Pager system**
 - **Assign to a position within that team**
- **Remove from Team**
- **Reports**

Reports	Personnel Maintenance	Administration
Accountability Roster	<u>Enroll/Remove Personnel</u>	Maintain Look Up Tables
Team Roster	Assign Personnel to Teams	Maintain User Roles
Managers Report	Team Email List	Maintain Team Groups
Duty Schedule (Incomplete)	Temporary Duty Changes	Maintain Teams
Demographic Data	Emergency Director Temporary Duty Changes	Maintain Positions
Pager Groups		Maintain Job Codes
Pager Groups List		Maintain Team Positions
Emergency Call-Out (Incomplete)		Maintain Pager Groups
Personnel Changes		Maintain Team Pager Group
Personnel Status		Maintain Building to Facility
RPIS User Job Codes Not in Train		Maintain Duty Schedule
Public Report		Maintain Status Codes

Enroll/Remove Personnel

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Enter Partial Name or Snumber

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Enroll/Remove Personnel

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Enter Partial Name or Number

Ott, Sarah L ▼

Number:

Home:

Name: Ott, Sarah Lindsay

Mailstop: 2503

Work Location: STC 604A-TSA
1ED103

MailID: OTTSL

Work Phone: 208/526-1302

Pager: 7988

Cell:

Pager Group: 2022 - EOC ERO Team B

Alt. Home Phone:

Alt. Work Phone:

Alt. Pager:

Status	Position/JobCode/Facility	
Assigned	AW Coordinator - EPWCIF0026 (IF) (3)	<input type="button" value="Remove"/>
Assigned	Area Warden - EPWCIF0025 (IF) (8)	<input type="button" value="Remove"/>

-RPIS-

INL Response Personnel Information System



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Assign Personnel to Teams

Team Type: Team:

	<u>PosNum</u>	<u>Number</u>	<u>User</u>	<u>Position</u>	<u>Facility</u>	<u>Area</u>	<u>Building</u>	<u>Sections</u>	<u>Effective Date</u>
<input type="button" value="Update"/>	1		Ott, Sarah Lindsay	Admin Support Specialist - EPICIF0004 (STC)	STC				
<input type="button" value="Update"/>	2		Salmonson, Bradley Jay	Assessment Specialist - EPAMIF0015 (STC)	STC				
<input type="button" value="Update"/>	3		Townsend, Julia M	Command Comm Spec - EPCCIF0005 (STC)	STC				
<input type="button" value="Update"/>	4		Kirby, Michelle Ostler	Command System Spec - EPISIF0012 (STC)	STC				12/07/2005
<input type="button" value="Update"/>	5		Adams, Toni Rae	Command System Spec - EPISIF0012 (STC)	STC				04/21/2005
<input type="button" value="Update"/>	6		Johnson, Michael Dean	CWI Senior Management Advisor - NA (STC)	STC				07/12/2005
<input type="button" value="Update"/>	7		Stanley, Norman Elroy	Environmental Specialist - EPESIF0019 (STC)	STC				06/01/2005

- RPIS -

INL Response Personnel Information System

Close Window

Assign User to Position

STC - Team B

Update

Position: Admin Support Specialist - EPICIF0004 (STC)

Comment:

Facility: IDAHO FALLS FACILITIES (IF/EOC)

Effective Date:

User:

- Vacant
- Barber, Heidi J
- Forman, Sue
- Ott, Sarah L
- Westergard, Sue (062626)

Pager: 7988

Update

itions	Effective Date
	12/07/2005
	04/21/2005
	07/12/2005
	06/01/2005

Update	6	<input type="text" value=""/>	Johnson, Michael Dean	STC Center management Advisor - NA (STC)	STC				
Update	7	<input type="text" value=""/>	Stanley, Norman Elroy	Environmental Specialist - EPESIF0019 (STC)	STC				

-RPIS-

INL Response Personnel Information System

Team Rosters

Individual Teams:

Select a Report ▼

Create Report

OR

All Teams By Facility:

Select a Report ▼

Create Report

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-RPIS-

INL Response Personnel Information System

Team Rosters

Individual Teams:

Select a Report ▼

Select a Report ▲

CF-Field Worker POC Team

CF-Non-Assigned ERO Position Team

CFA Team A

CFA Team B

CFA Team C

CFA Team D

CFA Team E

CFA Technical Support Team

EOC Benefits Emergency Contact Team

EOC Emergency Director Team ▼

Create Report

OR

All Teams By Facility:

Create Report

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EOC ERO Roster - Team B

Pager Group: 2022

S#	Position	Name	Work Number	Pager	Mail Stop	Home Number	Cell Number
	EOC Support Director	Frank Jaggar	526-4446	4164	2503		520-1520
	Planning Support Director	Rick Casler	533-7621	9307	6130		351-5834
	Public Info Director	John Walsh	526-8646	5909	3760		520-6253
	Security Emergency Coord	Larry Schenk	526-0868	7480	3213		520-3276
	Command Comm Spec	Julia Townsend	526-0236	9102	3226		520-1920
	Command System Spec	Michelle Kirby	526-4273	9054	2507		
	Command System Spec	Toni Adams	351-0699	5667	1315		
	Admin Support Specialist	Sarah Ott	526-1302	7988	2503		
	EOC Information Mgmt Coord	Wallace Swenson	526-8607	5772	2503		
	Assessment Specialist	Bradley Salmonson	526-9585	9117	2503		
	Environmental Specialist	John Irving	526-8745		3405		569-4720
	Environmental Specialist	Norm Stanley	526-5901	7155	3405		569-4398
	EOC Industrial Hygiene Specialist	Deborah Puccinelli	526-8658	7299	2113		
	Planning Comm Spec	Wayne Simpson	526-8211	1055	3885		521-4359
	Planning System Spec	Marti Casper	526-1823	1043	3111		
	Site Monitoring Team Coord	Byron Christiansen	526-4088	4347	4123		
	NOAA Rep	Randall Johnson	526-2129	4890	2600		
	NOAA Rep	Kirk Clawson	526-2742	6583	2600		
	Information Specialist	John Howze	526-6864	7925	3760		
	Security Specialist	Kim Yearsley	526-2428	5457	3226		
	Security Specialist	Chad Landon	526-5122	6437	3214		351-0688
	CWI Senior Management Advisor	Michael Johnson	526-0871	3514	5108		351-9263

OA Audit Findings/Lessons Learned

- **October, 2005 -although the contractor tracks completion of training and drill/exercise participation, in one instance a key individual assigned to the EOC has not participated in a drill or exercise for at least 21 months.**
- **August, 2005 – The emergency management training program does not require that an individual complete the position-specific training curriculum assigned to them or demonstrate at least a minimal level of proficiency before being assigned to the ERO roster.**

OA Audit Findings/Lessons Learned cont'd

- **June, 2005 - ...Contrary to ERO training standards, personnel are added to the ERO roster prior to demonstrating proficiency through participation in a drill or exercise. ...although there is a requirement for annual training and drill/exercise participation, approximately 25 percent of the ERO is currently overdue, with some members exceeding one year, and the site qualification and training system is not being used effectively to determine whether ERO responders are meeting the drill/exercise requirement**

Benefits

- Assurance info
- Cost benefits
 - .25 FTE/year
 - 4 to 6 years overhaul

Availability

- **Software and database configuration is free to anyone that is a government entity.**
- **Technology**
 - **.Net (C#)**
 - **SQL Server database**
 - **SQL Report Services**
- **Integration to company systems has to be developed internally.**
- **3 to 5 days to have INL come and install**

Contacts

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