



**Emergency Management Issues (EMI)
Special Interest Group (SIG)
Exercise and Drill Subcommittee
Training Working Group (TWG)**

**Highlights
Training Working Group of the Exercise and Drill Subcommittee
Teleconference
Wednesday, February 18, 2009 3:00 – 4:00 P.M. EST**

Attendees:

Bob Burger, SNL, Chair
Sue Jacox/ORISE
Amparo Atencio/ORISE
Ben Baca for Brenda Andersen/LANL
Marie Dunkle/M.K. Dunkle Consulting
David Freshwater/DOE/NNSA
Amity Hahn/B&W Pantex
John D. Harris/ORO
Linda Hill/B&W Pantex
Carol Hanlon/DOE
Tom Hoertkorn/DOE
Paul Jenkins/EOTA
Paula Kimbrough/Washington Closure Hanford
Teresa Lawlor/B&W Y-12
Stephen Luckett/NNSA
Amber Martin/Navarro Research and Engineering
Ed Miller/NNSA NA-43
John Mitchell/Knowledge Systems Solutions
Louise Wyatt/ORISE

Welcome and Opening Remarks: Bob Burger, TWG Chairman

Roll Call: Sue Jacox, ORISE

Highlights of the November 20, 2008 Quarterly Conference Call: Approved as they stand and will be posted on the EMI SIG Web site.

Update on Objectives:

- **Objective #3 – Develop recommendations for incorporating Lessons Learned (LL) into training**
Marie Dunkle, Lead, LL Task Force, reported that survey information has been put into a model, that will describe internal and external sources for lessons learned and best practices (LL/BP); how sites capture and disseminate LL/BP; how sites are analyzing and incorporating LL/BP to improve their EM programs; and how EM training and processes can be effectively used make LL/BP part of the organization's way of doing business. A subgroup comprising Marie, John Mitchell, Steve Arnold, and Sue Jacox are working on completing the outline of this model. Sue will send the document to the TWG early next week to get feedback on how it flows and to identify any major ideas that may be missing. Feedback to Sue will be requested no later than Monday, March 2, and



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incorporated into the document for review by the Lessons Learned Task Force. A full product draft should be ready for presentation at the TWG meeting on Monday, May 4 at the annual EMI SIG meeting.

- **Objective #4 – Develop recommendations on standardizing minimum qualifying requirements for select positions**

Bob Burger, Lead, GAP Task Force, reported the TWG had been working with EOTA to provide feedback to identify positions that exist within the ICS structure in field and EOC positions across the complex. Ginny Silcox's, EOTA, report was sent out this morning to the TWG listserv. Any comments and feedback should be sent back to Sue Jacox by February 27. Paul Jacobs, EOTA, said that the survey findings summarized in the report revealed there is no commonality. It seems positions are not standardized across sites, and training is not standardized for certain positions, especially for EOCs positions. Thom Kerr, ORNL, was not able to be on the call but emailed Sue and Bob that IS-775 states that "NIMS does not require EOCs to adopt ICS as their organizational structure." Each site has individual specifications and methods.

Based on Ginny Silcox's work and the recent IS-775, the TWG needs to determine what direction to go in from here with regards to this Objective. Sue and Bob will send out an e-mail survey with specific questions so that at the annual meeting TWG members can determine whether or not to keep this objective open, and if so, how to frame its specific direction. Some DOE/NNSA sites that have response partners that use ICS in their EOCs might want assistance in correlating their respective EOC structures with ICS in order to operate effectively during and in the aftermath of a real emergency response.

Diana de la Rosa, Sandia, asked whether HQ folks had gotten any feedback from the HS63 inspection teams regarding differences in EOC structures. Bob thought Steve Symington or Bill Hawkins might shed some light on this.

Marie Dunkle commented that the Nuclear Energy Institute has started to do hostile action tabletops and put together a living document identifying LL relating to such issues as ICS and EOFs (i.e., EOCs). Such LL may be a useful model to the TWG. Bob asked if it could be shared with TWG members, but Marie said she will have to get Headquarters approval before doing so.

Sue suggested further discussion at the annual meeting on how to pursue this objective for the coming year and how to move forward with information available that would be interesting to everyone.

- **Objective #5 – Develop recommendations for standardizing training documentation**

The intent of this Objective was to look at systems that are out there for capturing and standardizing training documentation. However, this Objective was not staffed this year. The membership should discuss this at the annual meeting whether or not to include it as an Objective for 2009-2010, and decide if it needs tweaking to align it with sites' priorities.

- **Objective #6 – Develop recommendations for standardizing offsite training**



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Diana de la Rosa, Sandia, is very involved in offsite interface. Last December she requested TWG members to identify their offsite liaisons and received 19 responses. She and Bob have developed a survey that will ask what types of classes are offered, frequency of classes, topics covered, how you make offsite notification, etc. Training is a key piece of this survey. If you have questions that you would like to see added, e-mail or call Diana asap at ddelar@sandia.gov and office 505-844-9570 /cell 505-350-0919. At the start of this coming week, Sue will send this survey to the nineteen reported liaisons and the TWG membership. TWG members may respond or forward to their offsite liaisons for participation. Diana is setting a two week turnaround time for responding.

Planning for the TWG Meeting in San Francisco

- **Display Requirements:**

Bob requested that members bring materials to the annual meeting, anything that could be beneficial to share with others sites, including CDs, lesson plans, etc. He will be bringing items from Sandia. The TWG will not have a separate display, but will share table space offered by the Exercise and Drill Subcommittee. Let Sue know if you are bringing something, so we can give Terry a heads up on space we will need. They can set up another table if needed.

- **Roles and Responsibilities of Chair and Co-Chair**

Draft Roles and Responsibilities of the TWG Chair and Co-Chair were mailed out to members on Feb. 17 for review and comment on this conference call. Sue explained that the intent was for TWG to embrace the nomination process. Chair and Co-Chair incumbents can serve additional terms by being re-nominated and re-elected if they wish to serve again. Bob and Fred both embrace the nomination process and would be willing to serve again. Please send your nominations to Sue. These be treated confidentially as will nominations accepted from the floor at TWG's May 4 meeting in San Francisco.

Feedback received suggested adding the statement:

“The TWG membership embraces the nomination/election process through which Chair and Co-Chair incumbents can serve additional terms if they wish.”

The members on the call accepted this Bi-Annual Selection of TWG Chair and Co-Chair- Roles and Responsibilities document with the added statement. Accordingly, it will be posted on the web site.

Open Discussion

- **Consequence Assessment Team Training Contacts**

Bob Burger and Gary Drown at Sandia requested input from TWG members on their site's Consequence Assessment Team Training contacts. It was shared with TWG listserv members. Anyone wishing to add their site's information should contact Sue Jacox (susan.jacox@orise.orau.gov).

The next quarterly conference call will be on April 15, 2009, 4:00 – 5:00 directly following the Exercise and Drill Subcommittee call. A future announcement will be sent out with the call-in number.

Bob Burger, CEM
TWG, Chairman



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Review of 2008-2009 TWG Objectives:

Objective #3 – Develop recommendations for incorporating Lessons Learned (LL) into training

Marie Dunkle, Lead, LL Task Force, reported that the task force is on target for the schedule of tasks to achieve this objective. It has requested input from the DOE complex concerning LL and how they are incorporated into training and disseminated. Responses with examples and approaches have been received from nine (9) different sites. Steve Arnold, John Mitchell, and Marie are reviewing and analyzing this information. Marie has developed a *straw man outline* to format information not only from DOE sites but also from DHS, commercial industry, and State of Kentucky. Others on the task force pledged to contribute additional information, including input from Sue on the State of Ohio and the CDC. Marie will send consolidated LL information to Sue to pass on to the task force membership for further analysis, editing, and incorporation into a report that will model how to integrate emergency management LL into training systems. This is scheduled to be completed and edited before March, and submitted to Bob Burger, TWG Chairman, for approval so that it is ready for a task force-presentation at the EMI SIG meeting in May.

John brought up the issue of submitting a presentation proposal for the LLTF at EMI SIG. Sue said that Dorothy Cohen had called for presentations proposals by January 5, with announcement of selected proposals by February 15.

Meeting the proposal date of January 5 needs to be added to the LLTF task line.

Objective #4 – Develop recommendations on standardizing minimum qualifying requirements for select positions

Bob Burger, Lead, GAP Task Force (renamed from the ‘GAP Committee’ in order to be consistent with the TWG LL Task Force) reported that they had met via conference call on November 17. Ginny Silcox at EOTA is in the process of putting together a survey aimed at select EOC positions that will include position title and description of job responsibilities, and task analysis. Submissions are being made to Sue, who will forward them directly to Ginny. Once Ginny has coordinated and consolidated the initial survey input from GAP Task Force members, the TWG will push out the survey to the full TWG membership and select Exercise and Drill Subcommittee members representing remaining key DOE facilities. This will provide EOTA good representation from the DOE community at large.

EOTA will perform a GAP analysis to determine what needs to be developed from a training standpoint. Ginny and Bob are planning to summarize progress at the May EMI SIG conference.

Accordingly, meeting the proposal submission date of January 5 should be added to the GAP Task Force time line.

Marie said that EOTA is also preparing a job task analysis for positions related to Emergency Public Information (EPI), including the Public Information Officer (PIO). This will tie in with the Field Positions that EOTA will survey after completing EOC positions.

Objective #5 – Develop recommendations for standardizing training documentation

No activity was reported on this Objective. Shelly Havlovick and Sarah Ott have agreed to contribute to this Objective, but no TWG members have been able to step up as Lead. Bob suggested Fred Webb, the TWG Co-Chair, but Sue said he would be out of pocket into 2009.



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Bob asked for additional TWG members to volunteer to assist with this Objective, and said he would get with Shelly to call some folks. He envisions getting out a simple survey to find out what kind of systems are out there. He acknowledges, however, that his time will be constrained by Sandia's HS-63 assessment.

Objective #6 – Develop recommendations for standardizing offsite training

Bob noted that the TWG needs to find out what the sites are doing before it can recommend standardization. Sue will send an e-mail request to the Exercise and Drill Subcommittee and the TWG memberships to ask them to identify their off-site liaisons. She will forward responses to Bob and Diana de la Rosa at Sandia with this information. The two of them will work together as his time permits to get a report started before the May EMI SIG meeting.

Open Discussion

Bob reminded everyone that there will be one more quarterly conference call before the EMI SIG annual meeting. He encouraged anyone who would like to make a presentation or represent TWG to do so in May. He raised the possibility of having a Training Table set up representing various training areas. He encouraged members to contribute information from their sites.

Sue reported on updates to the TWG sections of the EMI SIG Website. Numerous changes will make TWG references consistent and updated.

Tom, ORNL, said they had just finished the assessment with HS-63, and the assessors did not seem to be aware of TWG/EOTA's current Objective regarding GAP analysis. He asked Bob to take the opportunity in SNL's upcoming HS-63 assessment to the national scope of TWG/EOTA's effort with the hope that it might alleviate the need for individual sites to be tasked with GAP analysis. Bob said he would talk with them at length about this.

Bob invited all TWG members to get involved and invited them to **join one or more of the TWG task groups**. Let Sue know what you would be interested in doing.

Sue reminded everyone that **officer-elections** for the EMI SIG TWG are held every two years. Bob Burger and Fred Webb will cycle out of their positions and the election of a new chairperson and co-chairperson will be held at TWG's membership meeting in San Francisco. Please send nominations for both positions to Sue Jacox. Submitting your own name for an office you would like to hold is quite acceptable.

The next quarterly conference call will be on February 18, 2009, 4:00 – 5:00 p.m.

BOB BURGER, CEM
TWG, Chairman