

Highlights  
Training Working Group of the Exercise and Drill Subcommittee  
Teleconference  
Wednesday, November 14, 2007 4:00 Eastern Standard Daylight Time

**1. Attendees**

*Bob Burger, SNL, Chair*  
*Fred Webb, SRS, Co-Chair*  
*Sue Jacox, ORISE EML*  
*Amparo Atencio, ORISE*  
*Charlie Brown for David McKay, EOTA*  
*Diana De La Rosa, SNL*  
*Marie Dunkle, M.K. Dunkle Consulting*  
*Bob Fitton, Excaliber and Associates*  
*Amity Hahn, BWXT Pantex*  
*James Hardy*  
*Sue Jacox, ORISE*  
*Thom Kerr, ORNL*  
*Ed Miller, NNSA, NA-43 replacing Liz Walker*  
*John Mitchell, Knowledge Systems Solutions*  
*Linda Murawski, Murawski Enterprises, Inc.*  
*David Tindell, Tennessee Emergency Management Agency*

2. **Opening Remarks:** Bob Burger, Chair, opened by welcoming members to the second conference call of the Training Working Group (TWG). He introduced Ed Miller from NNSA as Liz Walker's replacement. Sue Jacox introduced Amparo Atencio from ORISE.

3. **Review of TWG Objective #1 - Identify/Develop Method for Incorporating Lessons Learned into Training:** Marie Dunkle reported only 4 members had returned the Survey Questionnaire on Lessons Learned that reported some had procedures for capturing Lessons Learned and others utilized evaluation forms. All try to disseminate Lessons Learned through refresher training/self study, Lessons Learned bulletins, or revising training programs, but there is no common process for capturing Lessons Learned. This could be an opportunity for TWG to make a contribution to EMI SIG, but it would depend upon receiving feedback from a greater number of members. Several years ago active Lessons Learned programs were discussed at the Annual EMI SIG Meeting.

Bob said TWG membership participation and achieving a strong consensus will contribute directly to the weight that TWG findings and recommendations carry within EMI SIG. Accordingly, he urged all TWG members to share their experiences and observations about capturing Lessons Learned, even those with off site/industrial perspectives. The Survey Questionnaire will be re-mailed to members for completion to be returned to Bob or Marie Dunkle no later than January 1, 2008. The goal is to present a Summary Report at the Annual Conference in May.

4. **Review of TWG Objective #2 - Identify Standard ERO Training:** The goal is to standardize minimum qualifications across the DOE world for those select positions identified and standardized under NIMS. Site-specific requirements could be added to training by each site. EOTA could play a central role in coordinating this to meet DOE site-training needs and also help with NIMS implementation. Jim Hardy referenced the NIMS Integration Center's move towards implementing minimum Federal standards, and the National Fire Academy's working on standardizing a national exercise curriculum, and said he believed the TWG's objective was important and timely. Further, a Catastrophic Incident Supplement is being added to the NRP. Bob said he would like to invite guest speakers from DHS, such as Bill McNally, Director of the National Response Program, to make presentations not only at the Annual Meeting in May but also on future TWG conference calls. He feels it is critical to learn about changes within DHS that will affect training and exercising within DOE.

Diana De La Rosa, SNL, has expanded the FEMA course to include site-specific elements. She needs to hear from other TWG members about what they are doing. EOTA's Controller/Evaluator course can be expanded to recognize site-specific requirements.

5. **Review of TWG Objective #3 – Develop TWG Website:** The TWG Website is online and all members are invited to view it. The EMI SIG Website username is emisecur, and the password is emisecc#3. The *Five-Year NIMS Training Plan 2007-2009* and *Comment Matrix* have been posted under **Resources**. ORISE programmers still have to do some tweaking to ensure that members are:
  - All included in the alphabetical member list
  - Able to complete their EMI SIG Membership Enrollment Form and designate their interest in TWG membership
  - Can update and maintain their own profile information on the Membership Enrollment Form
  - Can utilize the TWG ListServ to send emails all TWG membersAs soon as these features are available we will notify all TWG members and request they review their personal profile information and/or complete a new Membership Enrollment Form.
6. **Review TWG Objective #4 – Conduct TWG Workshop at EMI SIG Annual Conference:** Bob is planning for the TWG workshop at the May Conference, including presenting the Lessons Learned Summary Report and having guest speakers from DHS. The EMI SIG Steering Committee will be scheduling the date and time for this Workshop.
7. **Open Discussion**
  - Charlie Brown announced that EOTA is planning a Controller/Evaluator Course at the May Conference on Monday afternoon after the Exercise and Drill Subcommittee meeting. He will let TWG members know when more specific information is available. EMI/Emmetsburg is developing a Lead Evaluator Course. Charlie was asked when the PI Training would be revamped. Reportedly, Barbara Ellis, FEMA, had just rewritten ESF 15 – External Affairs, with new SOPs that changed the old JIC to a new joint State and Fed JIC.
  - Thom Kerr said it would be helpful to know how TWG members viewed and defined annual proficiency. He is preparing an overarching training operating plan, with subparts already completed but not comprehensive. It would be helpful if TWG members would share the details and give specific examples from their plans. Sandra said they used to have an overarching plan and now also have a *Training and Drill Manual* with SOPs.
  - Bob reiterated the importance of the TWG members participating fully and achieving consensus.

*The next conference call is presently scheduled for February 21, 2008, 4 – 5 p.m. Eastern Standard Time, namely the third Wednesday of the second month in the quarter. Additional conference calls may be scheduled to prepare for the annual conference in May.*

Thank you for your participation - Bob