



**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  
Thursday, November 20, 2008 3:00 – 4:00 P.M. EST**

**Attendees:**

*Bob Burger, SNL, Chair*  
*Sue Jacox, ORISE*  
*Amparo Atencio, ORISE*  
*Marie Dunkle, M.K. Dunkle Consulting*  
*John D. Harris, ORO*  
*Shelly Havlovick, INL*  
*Steve Joiner/En-Form*  
*Thom Kerr, ORNL*  
*Sharon Lamar/SRS*  
*Teresa Lawlor/B&W Y-12*  
*Stephen Luckett, NNSA*  
*Ed Miller, NNSA NA-43*  
*John Mitchell/Knowledge Systems Solutions*  
*Don Nelson, LLNL*  
*Mike Petullo for Bob Fitton/Excalibur Associates*  
*Mack Thomas/SRS*  
*Louise Wyatt/ORISE*

**Approved:** These November 20, 2008 Quarterly Conference Call Highlights were approved by TWG members participating in the February 18, 2009 Quarterly Conference Call.

**Opening Remarks:** Bob Burger, TWG Chairman

**Welcome and Roll Call:** Sue Jacox, ORISE

**Highlights of the August 21, 2008 Quarterly Conference Call:** Approved with no changes and will be posted on the EMI SIG Web site.

**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



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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.

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



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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