

Highlights
TS Teleconference
January 25, 2012, 3:00 p.m. EST

Participants

Andersen, Brenda (LANL)	Lawlor, Teresa (BWXT Y-12)
Atencio, Amparo (ORISE)	Luckett, Steve (NA-41)
Bayne, Stuart (AWD)	McKay, David (EOTA)
Burger, Bob (Sandia)	Mitchell, Laurie (Hanford)
Connell, Dan (Hanford)	Moore, Lillie (VA Omaha)
Dunkle, Marie (Dunkle Associates)	Otero, Melissa (EOTA)
Freshwater, Dave (NA-41)	Wyatt, Louise (ORISE)
Kerr, Thom (ORNL)	

Old Business

Status of Current Objectives/Core Groups

- Objective 3: Develop Lessons Learned Document* (Amparo Atencio and M. Dunkle)
 - Amparo gave an update on status.
 - Request was sent to members of other subcommittees asking for volunteers to provide new examples or comment on current document. Some responses were received.
 - New examples will be incorporated into current document.
 - This is a living document to be updated every two years.
 - Marie Dunkle added that Lessons Learned will be added regarding the use of social media for emergency information.
 - Amparo will send reminders to volunteers about their tasks.
- Objective 6: Offsite Training* (Amparo Atencio for Diana de la Rosa, SNL)
 - Need to come up with a format for some of the offsite training products. One was done for Categorizations and Classification and sent out this morning.
 - Diana is planning to have a conference call with the subgroup this week.
 - One product is in the works and another will be started in the next week or two.
 - The group needs to put some material together so they can develop a product for it.

3. *Objective 9: New Staff Resources* (Amparo Atencio for L. Mitchell, Hanford)

- The document is now being formatted by ORISE, including editing for consistency and replacing clip art with photographs. Amparo Atencio reported a design template is being developed to drop content into formatted slides.
- Stuart Bayne mentioned that he just got out of a meeting with Oak Ridge Emergency Management Council, and that local sites are experiencing large turnovers in their ERO cadre due to voluntary or other reductions in staff. He said that Kim Strunk reported the ETPP site may soon experience 100% turnover in ERO cadre due to staff reductions. Stuart suggested that they might find benefit in the product this subgroup is working on. Kim may be contacted through Holly Hardin.
- Lori Mitchell commented that the draft looks really good and it can be a template that is able to be modified by different sites.

4. *Objective 10: Subcommittee Liaisons*

- Amparo Atencio opened up the floor for each liaison to report anything they heard that will help the other subcommittees.
- Stuart Bayne said he had nothing to report from SCAPA. Carl Mazzola and Cliff Glantz should be following through to review the lessons learned piece.
- Marie Dunkle reported that EPI is incorporating social media lessons learned to help get out information.
- Bob Burger said the Exercise and Drills Subcommittee is in the process of updating Exercise Builder and further discussions will be held with them regarding training. At this point there is nothing more to report from them.

Status on EOTA Survey

- Melissa Otero can follow up with Dave McKay and submit an update later.
- Bob Burgers said we need to start looking at how EOTA can help in identifying current positions and training classes available at their sites
- Melissa thought this was part of the survey that was modified and sent back out.
- Bob said he was still waiting on the modification
- Dave McKay agreed that they are on target and that EOTA has been hoping to bring together a survey delivery method. There have been technical problems, but they just about have them all covered. His goal is to simplify to send out and get basic information.
- Stuart Bayne agreed that we should seek the overview first and then drill down in areas where it looks more beneficial to spend the time.
- A test run of the survey will be done shortly, and should be able to start reaching out within the next three weeks.

Status of Internal Recognition Program

- Bob Burger polled group as to how the process for the Internal Recognition Program should proceed.
- It was agreed that the process should start with the Chair and Vice-Chair determining who is contributing and should be considered for recognition.
- The recommendation will then be forwarded to Steve Luckett and Robert of the Steering Committee for approval of recommendations.

Discussion of Annual Report

- Instead of presenting their reports to only the Steering Committee this year, each Subcommittee Chair will have five minutes to address everyone in attendance at the Monday evening dinner reception. A question and answer session will follow the presentations.
- Start thinking about what our accomplishments have been over the past year.
- All objectives have obtained some success this year.
- Bob thanked everyone for their contributions to the objectives.
- By mid-April the report needs to be completed and sent to Robert, Steve, and Dorothy for the Steering Committee members to review before the meeting.

Preparing for EMI SIG 2012

- Amparo sent out a draft in two versions for the TRADEing Post display—one tabletop and one pull-up stand.
- Need to discuss display with Amparo before deciding on which one to use.
- Email Amparo to let her know your preferences.
- Also requesting space for handouts from sites.
- Encourage bringing new training materials or anything that is new and helpful to hand out.
- If you are giving out electronic media, 25 to 50 copies should be brought.

Open Discussion

Emergency Response Organization Staff Turnover

Thom Kerr brought up the problem of significant turnover in Emergency Response organizations again. He noted that last March ORNL lost approximately 10 percent of the ERO staff due to a voluntary separation program. They just had a second reduction in staff that ended December 31, in which they lost an additional 6 percent. He said this puts a lot of pressure on identifying people to fill the ERO positions and that other sites are probably having same problems.

It was suggested this may be a good round-table workshop topic at EMI SIG as to how to deal with this problem and how to identify new people to fill the positions, which are 90% volunteer, and there are typically no projects codes where people can charge their time.



Dave McKay brought up the issue that having training people in these positions is most likely required by the contract statement of work performance and said that if it is a condition of the contract, it is up to the contractor to make it work better.

Much discussion followed and it was agreed that this would be a great topic for discussion at the EMI SIG Meeting within the Subcommittee. Thom was asked if he would like to lead the charge.

Beyond Design Basis Event Table-Top Exercise

Thom reported that for the first time, ORNL will have a Beyond Design Basis Event Table-Top Exercise involving Y-12 and ETPP on February 29. The results should be ready to discuss at the EMI SIG Meeting. Bob requested that this also be an agenda topic for the next teleconference. He asked if anyone else is experiencing or discussing plans for these types of events at their sites, that they please provide feedback on issues that could affect all of our sites.

Action Items

Task	Person Responsible
1. Send out Objective 3 Lessons Learned example document to review committee.	Amparo Atencio
2. Coordinate Objective 6 product review conference call with core group members.	Amparo Atencio
3. Finalize Objective 9 training template with core group members.	Laurie Mitchell
4. Provide an update of testing of EOTA survey.	Melissa Otero
5. Finalize internal recognition program recommendations.	Bob Burger/Amparo Atencio
6. Prepare annual report for presentation to Steering Committee by April 2012.	Bob Burger
7. Coordinate ideas for TS display for the TRADEing Post	Amparo Atencio
8. Prepare for ERO staff turnover roundtable discussion during the TS meeting in May 2012.	Thom Kerr

Next Subcommittee Meeting

The next regularly scheduled call will be held **April 18, 2012 (3:00 p.m. EASTERN)**.

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