

APPROVAL OF EXERCISE DOCUMENTATION

QUESTION: What exercise documentation has to be approved by the Cognizant Field Element and submitted to the Headquarters?

ANSWER: DOE O 151.1C, Comprehensive Emergency Management System (11-02-05), contains two new requirements concerning pre- and post-emergency response exercise documentation. First, the Order requires the Cognizant Field Element to submit the approved exercise package to the Program Secretarial Officer(s), and the Director, Office of Emergency Operations for information, preferably 30 days prior to the conduct of the exercise. In addition to stabilizing the objectives, scenario, and injects well in advance of conducting the exercise, providing this package to the Program Secretarial Officer (and the post-exercise documentation discussed in the next paragraph) assists them in carrying out their oversight responsibilities under DOE P 226.1, Department of Energy Oversight Policy (6-10-05). With the pre-exercise package, the Office of Emergency Operations can monitor the adequacy and completeness of pre-exercise documentation and look for complex-wide patterns and/or common problems that can be addressed through improved policy, requirements, guidance, and training.

Second, the Order requires the completion of evaluation reports for facility and site exercises within 30-working days and submission to the Cognizant Field Element, the Program Secretarial Officer(s), and the Director, Office of Emergency Operations. This requirement addresses initiatives promulgated by the Department of Homeland Security (DHS) through its Exercise Evaluation Program (Volume II, Exercise Evaluation and Improvement) regarding After-Action Reports (AARs), and partially addresses recommendations by the Department of Energy's Office of the Inspector General (OIG) [Note: *DOE/IG-0657, Audit Report. The Department's Continuity Planning and Emergency Preparedness; Recommendation 3*] to better identify, document, and fix exercise deficiencies throughout the Department. Providing these reports to the Office of Emergency Operations allows us to monitor conformity with DHS and/or Homeland Security Presidential Directive initiatives and DOE/OIG recommendations, and look for complex-wide patterns and/or common problems in performing emergency management functions that we can address through improved policy, requirements, guidance, and training. Additionally, lessons learned from emergency response exercises must be included in the DOE/NNSA Corporate Lessons Learned Program.

These pre- and post- exercise documents should be submitted on a CD for electronic storage, but may be submitted on hard copy.