

*Enhancing and Expanding Your
Emergency Management Program
Assessment Toolkit*



Presenters

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Background

- NNSA Office of Emergency Management Implementation (NA-43)
- Comprehensive Emergency Management Program Assessment Guides
- End-Users
 - NNSA HQ
 - NNSA Site Office Emergency Management Program Managers



Purpose

- Systematic Approach
- Ensure Compliance
- Benefits of Assessment
 - Verify program status
 - Identify program strengths and challenges
 - Prepare for an external assessment

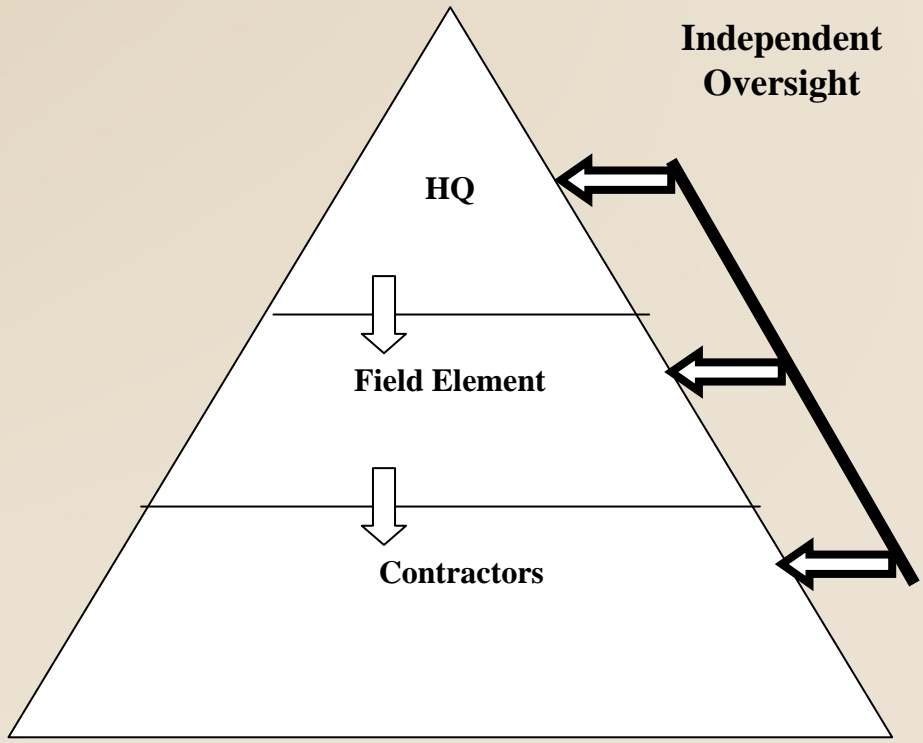


Requirements/Resources

- **DOE Order 151.1C**, *Comprehensive Emergency Management System*
- **DOE Order 226.1**, *Implementation of Department of Energy Oversight Policy*
- *Office of Emergency Management Oversight (HS-63) – Inspector Guide* dated November 2005
- *Emergency Management Guide (EMG), Volume VI – Evaluations*

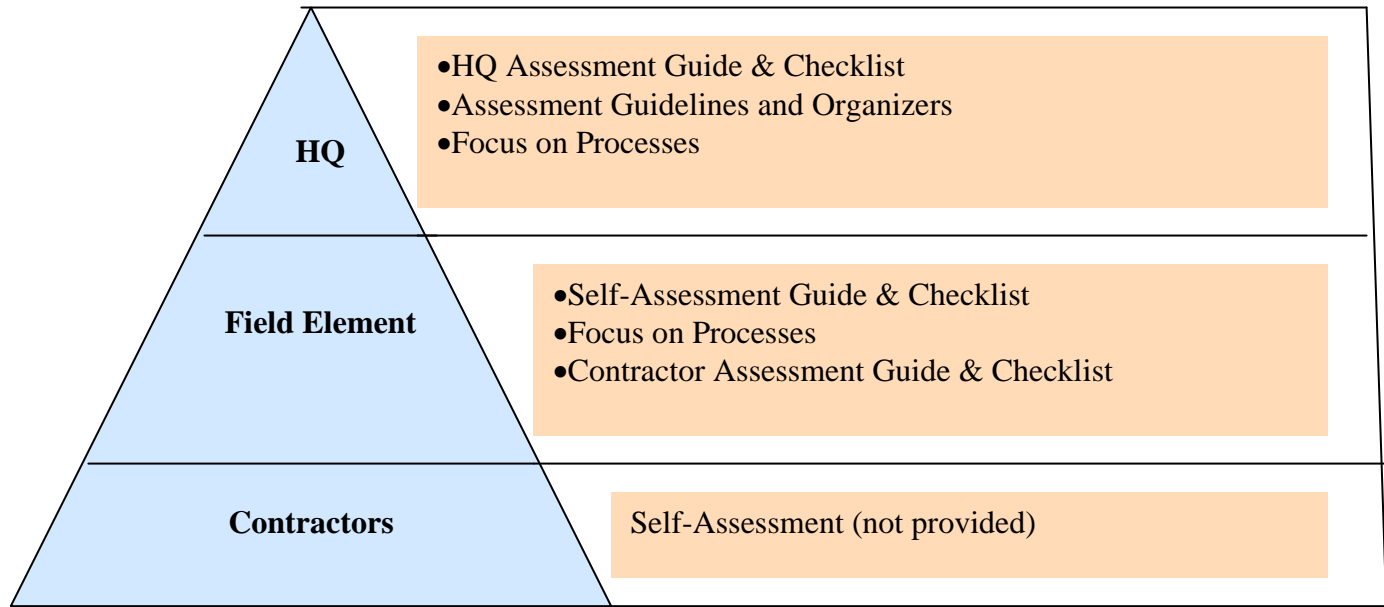


DOE Oversight Model



NNSA Tool Model

NA-43 Assessment Tools



Preparing and Conducting the Assessment

- Assessment Instructions
- Assessment Process Activities Checklist
- Preliminary Notes for Contractor Review



Tool Kit Components

- Worksheets for 15 EMP Elements
 - Performance Goals
 - Evaluation Criteria
- Interview Questions
- Facility Observations/Walkthroughs
- Documentation Review



Tool Kit Components (con't)

- Assessment Report Summary
 - General Observations
 - Noteworthy Practices
 - Program Strengths
 - Improvement Items
 - Action Items



Customization

- Microsoft Word 2003
- Question usage
- Assessment selections
- Site-specific information



Questions?

