

# Exercise Builder 2007

Exercise Builder: Acme Annual Exercise.exb

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Exercise Title: Acme Annual Exercise

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**About**

# Exercise Builder 2007

A Tool for Emergency Exercise/Drill Development

**EMERGENCY MANAGEMENT ISSUES**

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Emergency Management Issues Special Interest Group Meeting  
May 2007 – San Antonio, Texas

# Exercise Builder 2007

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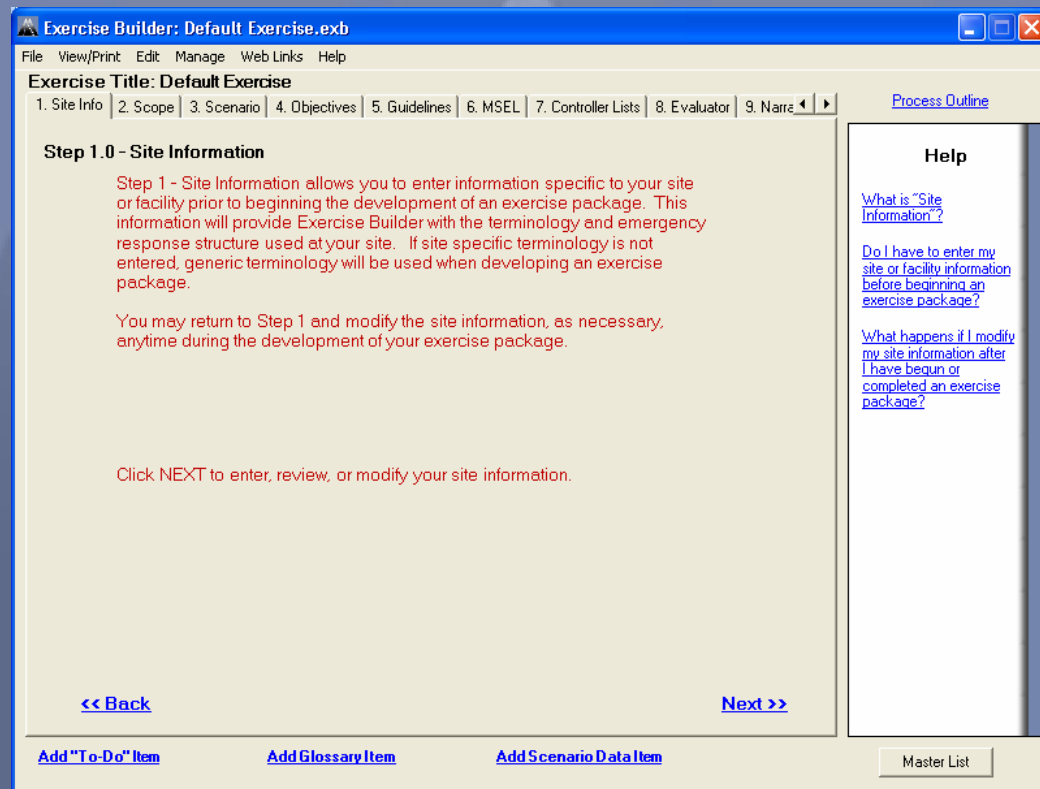
## Program Purpose

Exercise Builder is intended to be an easy-to-use tool to assist individuals or groups developing DOE emergency exercises and the required documentation.

# Exercise Builder 2007

## Step-by-Step

Provides a step-by-step, prompted guide to developing the documents required for an exercise package.



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## Exercise Builder Development Cycle

May – Release updated version at SIG Meeting

June – Oct – Develop beta version for next release

Oct. – Email User Survey to current users

Nov./Oct. – Task group meets to determine and finalize changes for next release

Dec - April – Program approved changes

May – Release updated version at SIG Meeting

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2006-2007 Exercise Builder Task Group met at the end of Oct 06:

- ▶ Dorothy Cohen, ORISE
- ▶ Monique Sanchez, LANL
- ▶ Tony Hass, SRS
- ▶ Debra Harvey, Nevada Test Site
- ▶ William Hawkins, DOE NA-41
- ▶ John Mitchell, Knowledge Systems Solutions
- ▶ Terry Nore, BWXT Y-12 NNSA Security Complex
- ▶ Bob Murawski, Murawski Enterprises, Inc
- ▶ Charlie Brown, EOTA

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## What is new in Exercise Builder 2007?

Step 8 - Exercise Evaluator Guides (EEG) now allows the user to:

- ▶ Import objective response steps from MSEL to use as evaluator questions.
- ▶ Link evaluation criteria from the EMG to evaluator questions (optional)
- ▶ Automatically generates EEGs for core objectives.
- ▶ Stores EEGs for use on future exercises.
- ▶ Generates all EEG documentation for a participant.

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## Evaluator Checklist Worksheet

- ▶ Link evaluation criteria from the EMG to evaluator questions (optional)
- ▶ Import objective response steps from MSEL to use as evaluator questions.
- ▶ Automatically generates EEGs for core objectives

The screenshot shows a software window titled "Evaluator Checklist Worksheet" for "Acme Duty Officer". It features a toolbar with buttons for "Save", "Add New Checklist Item", "Print Worksheet", "Help", and "Close". A red instruction line reads: "For instructions on how to use this worksheet, click 'Help'".

The main content area displays "Objective 3 of 5" with a "Status" dropdown set to "Not Started". A central text box contains the objective description: "DO.4: Given categorization and classification, make regulatory notifications in accordance with [Insert Site/Facility Plan and/or Procedure]". Navigation links for "Previous Objective" and "Next Objective" are present.

Below this is a table with columns for "Use Criteria?", "Evaluator Checklist", and "Delete?". The "Use Criteria?" column has a checked checkbox. The table lists six evaluation criteria, each with a "P/E" code, a description, and a checkbox:

Use Criteria?	Evaluator Checklist	Delete?
<input checked="" type="checkbox"/>	<a href="#">P/E10.7</a> <a href="#">Add Criteria</a> Did the initial Emergency Director review and approve the release of the event information?	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">P/E10.1</a> <a href="#">P/E10.5</a> <a href="#">Add Criteria</a> Did the Acme Duty Officer make initial verbal notification to DOE HQ within 30-minutes after a classification of Operational Emergency not further classified?	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">P/E10.1</a> <a href="#">P/E10.5</a> <a href="#">Add Criteria</a> Did the Acme Duty Officer make initial verbal notification to the State within 30-minutes after a classification of Operational Emergency not further classified?	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">P/E10.1</a> <a href="#">P/E10.5</a> <a href="#">Add Criteria</a> Did the Acme Duty Officer make initial verbal notification to Tribal governments within 30-minutes after a classification of Operational Emergency not further classified?	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">P/E10.1</a> <a href="#">P/E10.5</a> <a href="#">Add Criteria</a> Did the Acme Duty Officer make initial verbal notification to DOE HQ within 15-minutes after classification of an Alert or higher?	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">P/E10.1</a> <a href="#">P/E10.5</a> <a href="#">Add Criteria</a> Did the Acme Duty Officer make initial verbal notification to the State within 15-minutes after classification of an Alert or higher?	<input type="checkbox"/>

At the bottom of the window are two buttons: "Import MSEL Response Steps For This Objective" and "Delete".

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Contains pre-developed objectives, response steps, evaluator checklists items, and linked evaluation criteria for:

- **Incident Command (IC)**
- **Duty Officer**
- **Joint Information Center**
- **Fire Department (FD)**
- **Security Force**
- **Emergency Medical Services (EMS)**
- **Assembly Station**
- **Field Monitoring Team Coordinating Center (FMT-CC)**
- **Field Monitoring Team (FMT)**
- **Technical Support Center (TSC)**
- **Emergency Operation Center (EOC)**
- **Combined TSC and EOC**
- **NNSA/DOE HQ Watch Office and Operations**
- **Radiological Assistance Program**



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## Evaluation Criteria Worksheet

- ▶ Contains Evaluation Criteria from the 11/1/2006 draft of the *Emergency Management Guide, Appendix D, Evaluation Criteria*

- ▶ User can modify or add criteria to meet Program-specific expectations and characteristics

The screenshot shows a software window titled "Evaluation Criteria Worksheet" for "Acme Duty Officer". It features a "Save" button, an "Add New Criteria" button, a "Help" button, and a "Close" button. A red instruction reads: "Click 'Help' button for instructions how to use this worksheet." The main content area displays a question: "Did the Acme Duty Officer make initial verbal notification to the State within 30-minutes after a classification of Operational Emergency not further classified? (3 of 12)". Navigation links for "Previous Question" and "Next Question" are present. Below the question, a dropdown menu shows "Response Element: Notifications and Communications P/E 10.x Series" with a "Performance Goal" link. A table titled "Notifications (check all that apply)" lists five criteria (P/E10.1 to P/E10.5) with checkboxes and "Edit" links.

- Notifications (check all that apply)			
<input checked="" type="checkbox"/>	P/E10.1	For DEs, prompt initial emergency notifications are accurately and efficiently made to workers and emergency response personnel/organizations, including DOE or NNSA Cognizant Field Element EOCs and the Headquarters Operations Center, other Federal, Tribal, State, and local response organizations, as well as, all other appropriate organizations and authorities.	<a href="#">Edit</a> ...
<input type="checkbox"/>	P/E10.2	Tribal, State, and local officials, the Cognizant Field Element EOC, and the Headquarters Operations Center are notified within 15 minutes of classification of an OE as an Alert, Site Area Emergency, or General Emergency; all other organizations are notified within 30 minutes.	<a href="#">Edit</a> ...
<input type="checkbox"/>	P/E10.3	The Cognizant Field Element EOC and the Headquarters Operations Center are notified within 30 minutes of the declaration of an OE that does not require classification; local, State, and Tribal, and all other organizations are notified within 30 minutes or as established in mutual agreements.	<a href="#">Edit</a> ...
<input type="checkbox"/>	P/E10.4	Points of contact for emergency notifications are accurate and readily available to response personnel.	<a href="#">Edit</a> ...
<input type="checkbox"/>	P/E10.5	Emergency notifications to the Headquarters Operations Center consist of a	<a href="#">Edit</a> ...

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## What is new in Exercise Builder 2007?

Other improvements to Exercise Builder 2006 for the 2007 version:

- ▶ Added a state participant worksheet that enables the user to include emergency service organizations from multiple states as exercise participants.
- ▶ Added a federal participant worksheet that enables the user to add any federal agencies or department as an exercise participant.

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## To Request a Copy

To request a copy of Exercise Builder go to the Exercise Builder Web site:

<http://www.ornl.gov/emi/exercisebuilder>

Or

Come by the Exercise Builder display in the TRADEing Post.