Getting Started

Introduction and Target Audience

Welcome to the Emergency Management Issues Special Interest Group (EMI SIG) Exercise and Drill Subcommittee's web-based tutorials! Developing Exercise Objectives (DEO), Developing Exercise Scenarios (DES), and the Basic Exercise Controller and Evaluator (BECET) tutorials are available to transfer knowledge to Department of Energy (DOE)/National Nuclear Security Administration (NNSA) and its contractor personnel involved in planning, developing, and implementing emergency drills and exercises. The tutorials provide learning for both new and experienced exercise developers, controllers, and evaluators through a step-by-step approach.

Design and Development

The tutorials are updated to comply with DOE Order 151.1C, *Comprehensive Emergency Management System*, and the DOE 151.1 guidance series. The tutorials have a new presentation format and navigation features that enhance the learning environment by engaging the learner to interact and work through the informational content in a self-paced and learner chosen manner. In addition, these Web-based tutorials are improved to align with Section 508 accessibility standards for Web-based intranet and internet information and applications for persons with physical and cognitive disabilities.

The tutorials focus on developing exercise objectives, scenario materials, and control and/or evaluation organizations for operations-based exercises. To simplify wording, the term *exercise* is used throughout the tutorials instead of the words *drill/exercise*. **Note:** Learning content is applicable to drills unless otherwise noted.

Instruction for includes:

- An introduction with learning objectives   View tutorial objectives: DEO   DES   BECET

- Learning content divided into sections and subsections, as appropriate

- Linked examples, interactive activities, and practice areas to enhance learning

- Section quizzes to self-test knowledge and receive feedback

- Summary of key points

- A final quiz designed to randomly select questions from a test bank and provide remediation to topics missed

- A stationary bookmark to directly access Resources, Glossary, Examples, or to Exit the tutorial

- A comment form to provide feedback for future tutorial improvements

- A certificate of completion for learner's training records

The tutorials were developed by a task group consisting of subject matter experts, instructional designers, Web programmers, and graphic artists. Acknowledgements
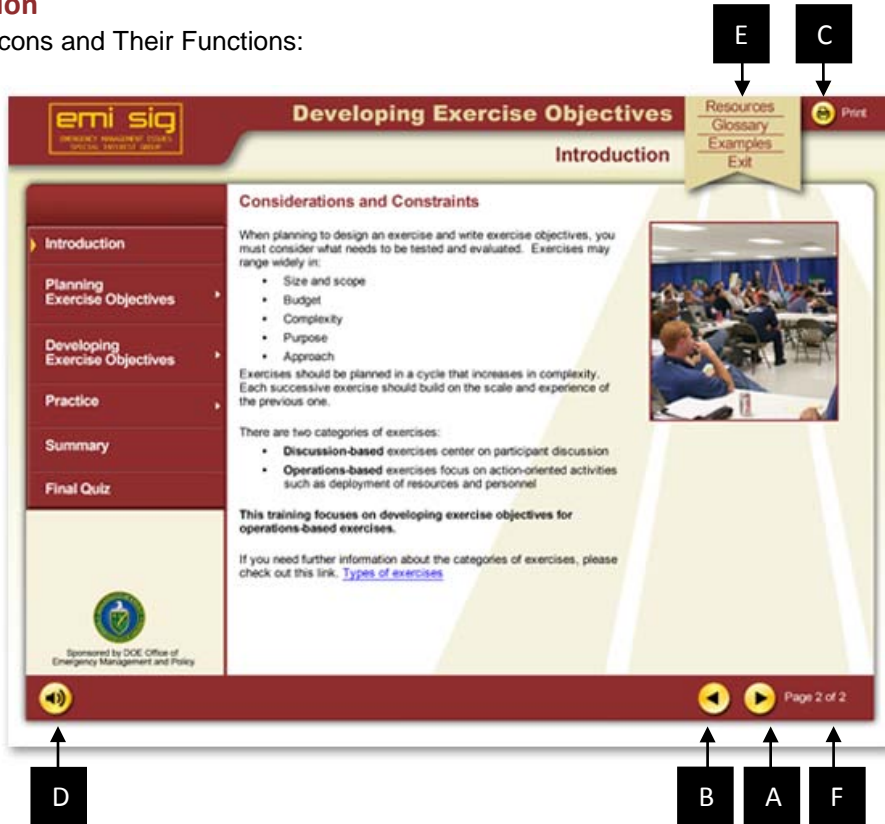
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- Icons and Their Functions:

Table 1. Tutorial Interface Icons

A	▶	Forward Icon	To move ahead to the next screen
B	◀	Back Icon	To move to the previous screen
C	🖨	Print icon	To print the current screen
D	🔊	Audio icon	To toggle the audio playback on and off
E	Resources Glossary Examples Exit	Bookmark icon	To access Resources, Glossary, Examples, or to Exit **Note:** This program does not allow the learner to set bookmarks
F	Page 2 of 2	Pagination	Numbered sequentially throughout tutorial

Table 1 displays the icons that may be used in the tutorial interface and gives a description of each.

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Table 2. Interactive and Quiz Areas

Interactive Activities	
Located within the course with instructions shown on associated screens.	
Section Quiz	
Short quiz at the end of each section provides feedback on responses.	
Final Quiz	
A final quiz remediates the learner to the appropriate section for incorrect responses. ***Seventy percent is considered a passing grade.***	

Table 2 displays sample screen captures of the interactive and quiz areas found in both the DEO and DES tutorials. It also provides a brief description of each.

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System Requirements

These Web-based tutorials require the following minimum workstation or laptop configuration:

- 32 MB memory

- Web browser 6.0 or higher (Internet Explorer or equivalent)

- Web access

- Monitor with color settings greater than 256 colors

- Screen resolution setting of 1024 x 768 or higher

- System font setting of *small* or *normal*

- Adobe Acrobat Reader for viewing resource files in .pdf format (download)

- Adobe Flash Player for audio capability for narration (download)

Printing

To print specific sections of the tutorial, you will be provided a screen to choose your printing selection(s).

Troubleshooting

Access Frequently Asked Questions here.

Because the tutorial is frame-based, the learner cannot bookmark a specific page. An alternative is to bookmark the web page http://www.orau.gov/emi/wbt and keep a list of the completed tutorial steps, activities, and quizzes.

Training and Products

To view other EMI SIG Training and Products go to the following URL:

https://orise.orau.gov/emi/training-products/default.htm