



Highlights
EPI Subcommittee Teleconference
Wednesday, October 21, 2009, 11:30–12:30 P.M. EST

Participants

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| Erin Ritter/B&W Pantex, Chair | Tami Moore/U.S. DOE/NNSA |
| Ron Edmond/ORISE | Michelle O'Shaughnessy/DOE/NNSA |
| Holly Jacobs/ORISE | Lindsay Partusch/DOE/NNSA |
| Pat Bjerke/ORISE | Gordon Payne/Southeastern Power Administration |
| Marie Dunkle/M.K. Dunkle Consulting | Brad Plummer/Stanford Linear Accelerator Center |
| Ron Edmond/ORISE | Chris Powers/DOE/NNSA |
| Tom Hoertkorn/DOE/NNSA | Gary Staffo/DOE/NNSA |
| Dale Jett/Southeastern Power Administration | Dave Stolz/DynMcDermott Petroleum Operations Co. |
| Jim Giusti/Savannah River Operations Office | Elizabeth Waldron/EOTA |
| Chris Kramer/Argonne National Laboratory | Liz Walker/DOE/NNSA |
| David Keim/B&W Y-12 | |
| Stephen Luckett/DOE/NNSA | |
| Darwin Morgan/DOE/NNSA | |

Welcome and Opening Remarks

Holly Jacobs/ORISE

EPI Function Analysis

Elizabeth Waldron/EOTA

In order to maintain a relevant and efficient program, DOE/NNSA Emergency Operations Training Academy (EOTA) was asked to conduct a function analysis focused solely on the EPI program. The function analysis studied the critical tasks, knowledge and skills, and training involved in the EPI program. EOTA completed the EPI functional task analysis this spring. NA-41 along with subject matter experts assessed the duties, tasks, knowledge, and skills required to accomplish EPI. In addition, training and needs analysis was conducted. The end product is an in-depth breakdown of the duties and tasks of EPI corresponding to the level of knowledge and skills needed to accomplish EPI.

EOTA completed the functional analysis and is currently working on the recommendation to identify an EPI Standard Curriculum. EPI Subcommittee members are asked to provide the following information to Elizabeth Waldron, EWaldron@eota.energy.gov.

1. One of our goals is to identify *site-developed* training that could be used across the complex. As EOTA makes course development recommendations supporting a Standard Curriculum, we do not want to redevelop training when someone within the complex has already developed great content. If your site has a course that you find particularly effective, please email us

the course outline, design documents (including course objectives) and copies of course materials. A short email message explaining what is getting good results would also be helpful. Most of your courses are probably a mixture of information that applies to all sites and site-specific information like location of your EOC, etc. We will scrub the course of site-specific details as required, and will credit your site for the content. ***We will need this information before Thanksgiving.***

2. We also need descriptions of process, definitions of roles and responsibilities, techniques, checklists etc. for rumor/misinformation monitoring and control. Often exercises are not extended long enough to really test this process and we need more information from you for course development around this subject.

Tami Moore and Marie Dunkle, subject matter experts for the Analysis Project, have been joined by Erin Ritter for identification of a Standard Curriculum and upcoming course development. We appreciate the support of Erin and Pantex because it helps us tie our efforts with Subcommittee work. Many of you thoughtfully and thoroughly completed surveys for our Analysis process. Because of the quality of your responses, you are seeing that input beginning to impact priorities, training, knowledge sharing and joint EOTA/EPI Subcommittee efforts.

2009-2010 Objectives

Objective #1: Development of a field operations job aide for EPI

The Subcommittee will develop a field operations guide for EPI requirements when communicating with HQ. This guide is not intended to be a 'how to guide' for conducting EPI, but rather a job aide with emphasis on coordination with DOE/NNSA HQ.

Path forward:

Liz Walker will meet with DOE/NNSA HQ to develop a scope and define content for the draft Job Aide. Marie Dunkle along with Jim Giusti, Diana Greenhalgh, Christopher Kramer, Tami Moore, Darwin Morgan, Erin Ritter, and Liz Walker will meet within two weeks to define the purpose and develop a draft document to be shared with HQ for further development.

If you would like to participate in the upcoming working group meeting or provide suggestions for inclusion into the job aide, please contact holly.jacobs@orise.orau.gov or mdunkle@mindspring.com.

Objective #2: Collaboration with other EMI SIG groups

The EPI Subcommittee provided input on the Exercise Builder core EPI objectives. As input was minimal, a working group consisting of Erin Ritter, Darrell Lankford, Anita Romero, and Holly Jacobs will meet to develop recommendations for improved EPI objectives for review by the EPI Subcommittee. Per the Subcommittee's review, recommendations will be presented to the Exercise and Drill Subcommittee for consideration.

Path forward:

Erin Ritter, Darrell Lankford, Anita Romero, and Holly Jacobs will meet during the month of November to develop recommendations for improved EPI objectives for review by the EPI Subcommittee.



Emergency Public Information (EPI) Subcommittee

The EPI Subcommittee will provide Holly Jacobs (holly.jacobs@orise.orau.gov) or Erin Ritter (eritter@pantex.com) with recommendations.

Objective #3: New technologies support statement

DOE sites have been admitted access to approved social media sites. However, admittance for use varies at each site. Plans and procedures need to be revised in order to reach constituents in a timely manner and within IT policies. DOE has issued a *Social Networking Group Plan* for the use of social media. The EPI Subcommittee will review the draft document and provide input for the development of a new technologies support statement. A working group may be created to develop the final statement.

Path forward:

The EPI Subcommittee will review the *Social Networking Group Plan* and provide Bernie Pleau (letstalksense@q.com) or Holly Jacobs (holly.jacobs@orise.orau.gov) items that should be included in the EPI Subcommittee new technologies support statement. The draft statement will be sent to the Subcommittee for review.

Business Scheduling of EPI Annual Workshop

The EPI Subcommittee will hold its Annual Workshop on May 2, 2010, prior to the EMI SIG Annual Meeting. The EMI SIG Annual Meeting will be held May 3-7, 2010, in Las Vegas, NV. The theme of the meeting is *Emergency Management—Planning to Win*. EMI SIG Annual Meeting presentation proposals should be submitted before January 7, 2010. Proposal information and a presentation proposal form may be found on the EMI SIG Website.

Topic and speaker suggestions are appreciated for the EPI Subcommittee Annual Workshop. Please send Holly Jacobs (holly.jacobs@orise.orau.gov) or Erin Ritter (eritter@pantex.com) suggestions and recommendations.

The next quarterly conference call is scheduled for Wednesday, January 20, 2010, at 11:30–12:30 p.m. EST.

To request an audio recording of this conference call, please email holly.jacobs@orise.orau.gov.