Highlights
EPI Subcommittee Teleconference
Wednesday, July 15, 2009, 11:30 – 12:30 P.M. EST

Attendees:
Erin Ritter/B&W Pantex, Chair
Daniel Connell/Fluor Hanford, Steering Committee Advisor
Holly Jacobs/ORISE
Sandy Bauer/Fluor Hanford
Tanya Denton/B&W Pantex
Marie Dunkle/M.K. Dunkle Consulting
Ron Edmond/ORISE
Jim Gaver/Savannah River Nuclear Solutions, LLC
Jim Giusti/Savannah River Operations Office
Melanie Hayden/Fluor Hanford
Bill Hawkins/DOE /NNSA
Tom Hoertkorn/U.S. DOE
Tanya Mercer/U.S. DOE
Tami Moore/U.S. DOE/NNSA
Tanya Petty/B&W Pantex
Dante Pistone/National Security Technologies, LLC
Bernie Pleau/Talk Sense, LLC
Vicki Pleau/EOTA
Eleanor Taylor/Argonne National Laboratory
Scott Thomas/U.S. DOE
Donna Veland/Fluor Hanford
Elizabeth Waldron/EOTA

Welcome and Opening Remarks: Holly Jacobs/ORISE, Erin Ritter/B&W Pantex, Daniel Connell/Fluor Hanford

EPI Function Analysis: Marie Dunkle/M.K. Dunkle Consulting
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, a 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. Based on the analysis' field results, improvement to EPI training is needed. After specific improvement recommendations are presented to Mr. Jim Fairobent, the report will be shared with the EPI Subcommittee. These recommendations point to key opportunities and needs in the complex. Priorities that will be addressed in the recommendations report include:

- Identification of a standard curriculum for EPI
- Development of improved training modules for messages and their delivery to spokespersons
- Development of improved training modules for rumor control management
- Development of information training and sharing on new communication technology and the role of social media in EPI

2009-2010 Objectives:
Objective #1: Development of a field operations guide 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 concise field guide with emphasis on coordination with DOE/NNSA HQ.

Path forward:
Marie Dunkle will request input from DOE/NNSA HQ to include key EPI requirements in the guide. A consensus definition of 'coordination' will be clarified by the Subcommittee and then recommended to DOE/NNSA HQ. Ms. Dunkle will put together a guide per the Subcommittees input. The Subcommittee will also recommend the format for the field guide, i.e., pocket guide, desk aid, and badge holder. A working group may be developed to focus on the finalization of the field guide. Please send recommendations and suggestions for inclusion into the field guide to holly.jacobs@orise.orau.gov or mdunkle@mindspring.com.

Objective #2: *Collaboration with other EMI SIG groups*
Erin Ritter and Anita Romero will schedule a meeting with the Exercise and Drill Subcommittee and Training Working Group Chairs to discuss collaborative possibilities with the EPI Subcommittee in regards to lessons learned and development/revision of EPI exercise objectives. Jim Giusti suggested the possibility of using public affairs/communications students to play mock media rather than site personnel. Marie Dunkle suggested that EPI Subcommittee members participate in Exercise Builder training. To date, no EPI Subcommittee members present during the conference call have attended the training. Ron Edmond suggested that the Subcommittee assess Exercise Builder EPI objectives for meaningfulness and suggest recommendations for improvement. Ron Edmond also suggested scheduling an Exercise Builder session with the EPI Subcommittee via LiveMeeting.

Path forward:
The Subcommittee will review Exercise Builder EPI objectives for meaningfulness. If revision of objectives is suggested, the Subcommittee will make recommendations for improvement. The EPI Subcommittee will provide Holly Jacobs (holly.jacobs@orise.orau.gov) or Erin Ritter (eritter@pantex.com) with suggestions for collaboration with the Exercise and Drill Subcommittee and the Training Working Group.

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 will need to be revised in order to reach constituents in a timely manner and within IT policies.

Path forward:
The Subcommittee will develop a new-technologies statement outlining the need for social media. The Subcommittee will send Bernie Pleau (letstalksense@q.com) or Holly Jacobs (holly.jacobs@orise.orau.gov) items that should be included in the support statement. The draft statement will be sent to the Subcommittee for review.

Site Updates:
B&W Pantex will hold a functional drill at end of the month. Elizabeth Waldron/EOTA will be present to evaluate the drill and incorporate her findings into the EPI Functional Analysis.

Bill Hawkins/DOE HQ encouraged Subcommittee members to continue their efforts and work collaboratively to obtain buy-in from HQ folks re their objectives. Mr. Hawkins will contact David Stuhan from the Exercise and Drills Subcommittee to work with the EPI Subcommittee on Objective #2.

National Security Technologies conducted an exercise in April which found weaknesses in JIC functions. NSTec is now conducting functional drills to test each of the JIC functions. The site has become much more proactive in addressing these concerns.

Sandia is in the process of migrating to WebEOC.

Business Scheduling of EPI Conference Calls:
Holly Jacobs surveyed the group to determine a conference call schedule. The EPI Subcommittee will meet on a quarterly basis. Calls will be scheduled from 11:30–12:30 p.m. EST.

Business Scheduling of EPI Fall Meeting:
The EPI Subcommittee traditionally holds a video teleconference (VTC) in the fall. The Subcommittee will explore the use of LiveMeeting rather than VTC to better accommodate sites that do not have VTC access. A computer format may provide easier access and increase participation.

The Subcommittee will be notified as soon as a date for the EPI fall meeting is scheduled. Topic and speaker suggestions are appreciated. 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, October 21 at 11:30–12:30 p.m. EST.

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