



emi sig

EMERGENCY MANAGEMENT ISSUES
SPECIAL INTEREST GROUP

EMI SIG New User Guide to SharePoint

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Explore the website

- Go to: <https://sp.eota.energy.gov/EM/>
- The public EMI SIG website has general information on the organization and DOE's emergency management program
- To gain access to the EMI SIG SharePoint site where you can collaborate and access more information, you need to create an account. Click the blue JOIN button to create an account

| Tab | Information |
|----------------------------------|---|
| Annual Meetings | Agendas, presentations and reports from the EMI SIG Annual Meetings |
| Subcommittees and Working Groups | Description, charters and contact information for each EMI SIG subcommittee and working group |
| Training and Products | Training and products developed by the EMI SIG subcommittees. Available for download |
| Membership Directory | Directory of all EMI SIG members. Searchable by name or subcommittee membership |

The screenshot shows the EMI SIG website homepage. At the top, there is a navigation bar with the EMI SIG logo and the text "EMERGENCY MANAGEMENT ISSUES SPECIAL INTEREST GROUP". Below the navigation bar, there is a search bar and a "Join" button. The main content area is divided into several sections:

- News and Updates:**
 - COOP Connection:** The April-July issue of the COOP Connection newsletter is available to view. [CLICK HERE to view.](#)
 - ERASC Launched:** The Emergency Readiness Assurance Subcommittee (ERASC) was established at the 2016 EMI SIG Annual Meeting. Members of the former Exercise and Drills Subcommittee (EXDSC) were transferred to the ERASC.
 - 2016 EMI SIG Annual Meeting:** [CLICK HERE](#) to view all the presentations and details.
- Upcoming Events:**
 - Join the CAP Team:** NA-40 is recruiting volunteers to form a team to draft a standard set of requirements and procedures to document, validate and verify correction actions. The Task Force (Working Group) will consist of representatives from NA-40, EA, AIJ and defense and non-defense facility program officials and field offices. Their mission is to establish new requirements for developing corrective actions and linking causal analyses. This will include identifying the requirements for the documentation and validation/verification of corrective actions for emergency management deficiencies. The new requirements for corrective actions will be tested by the program office and field elements and training will be conducted on causal analyses, developing corrective actions, and the validation/verification of correction actions. For more information on the Corrective Action Procedure team, contact Lori Thomas at: lori.thomas@hq.doe.gov
 - EPIcode version 8.0.2 released:** EPIcode provides emergency response personnel and emergency planners with a fast, field-portable tool for evaluating the potential health and safety impacts of an airborne release involving toxic substances. Based on the Gaussian plume model, EPIcode can be used for consequence assessment, hazard assessment and safety analysis of facilities handling toxic material. EPIcode provides a fast and usually conservative means for estimating the health effects in the short term atmospheric release.
- Information from DOE/NA-41:**
 - DOE O151.1D almost a reality:** *from Rose Duval - Aug 1, 2016* As many of you are aware, the process to revise the Comprehensive Emergency Management System began last June, 2015. After many hours of writing, rewriting, and then more rewriting, the Order was ready for senior leadership review. Senior leadership is the Directives Review Board. This board has representatives from the major players within DOE and the NNSA. Now let me pause here for a moment to let you all know that the Writing Team and the Peer Reviews met their deadlines. Once the Order was put into the approval process it underwent a very stringent review. For that reason, the July 1, 2016 deadline to have the Order out was missed. As of the writing of this article, it is hoped that the Order will be signed by the Deputy Secretary by the end of the week. So, I would suggest you keep an eye out for news of the order in the next couple of weeks. [MORE...](#)
- EMI SIG Leadership:**
 - Chair:** Robert Gee, Y-12 National Security Complex
 - DOE Advisor:** Jose Benito, DOE/NNSA NA-41
 - EMI SIG Contractor Administrator:** Vacant
 - Steering Committee General Members:** James Colson, LLNL; Forrest Holmes, INEL; William Kapper, NSTec; Eugene McPeck, SNL; David Skuher, WPP; Donna Thelen, Hanford; Michele Wolfgang, ORNL

At the bottom right, there is a blue "Join" button with a person icon. A red box highlights the button, and an arrow points to it from a text box that says: "If you are already a member, use the 'Sign In' link at the top of this page".

To Join, click on the JOIN button



Create an account

- After you click the JOIN button, fill in the application form and submit
- An email will be sent to the email address provided in your application. You must open this email and click on the confirmation link to complete the application process

emi sig EMERGENCY MANAGEMENT ISSUES SPECIAL INTEREST GROUP

EMI SIG Home | Search this site... | EMI SIG Home > New Member Registration

New Member Registration

Important Notice

Password Rules:
Passwords must contain:

- At least 8 characters
- 1 lowercase letter
- 1 uppercase letter
- 1 number
- 1 special character

All fields in the self-registration form are required!

User Self-Registration

Security Information

Email Address: *

Confirm Email: *

Password: *

Confirm Password: *

Password Question: *

Password Answer: *

Contact Information

First Name: *

Middle Name:

Last Name: *

Organization: *

Work Phone: *

Country: *

Work Address: *

City: *

State: *

Zip Code: *

Code of Conduct

Agree to Code of Conduct

General User Code of Conduct

The Emergency Management Enterprise Data Management System (EDMS) is for the exclusive use of our nation's emergency managers, operator and responders. By agreeing to the terms of this Code of Conduct, I understand the responsibilities I have accepted as a General User of the EDMS SharePoint Portal. I acknowledge that, at a minimum, I shall:

1. Access only the data, control information, and software for which I am authorized access and have a need-to-know.
2. Not redistribute information acquired from this SharePoint Portal without approval of the Site Owner.
3. Protect my password.
4. Immediately report the following to the Site Owner or the EDMS Support Team:
 - a. All security incidents and potential threats and vulnerabilities involving the information system.
 - b. Any compromise or suspected compromise of my password.
5. Immediately inform the appropriate Site Owner or EDMS Support Team when access to SharePoint is no longer required.
6. Comply with all DOE/NNSA and system-specific rules and regulations governing the secure operation and authorized use of the information system.
7. Use the EDMS SharePoint Portal only for official government business.
8. Understand the provisions of the SharePoint log-on banner, which outlines the privacy/security expectations of using a government computer system.

As a General User of the EDMS SharePoint Portal, I further acknowledge I shall not:

1. Introduce malicious code into any information system or physically damage the system.
2. Attempt to bypass, strain, or test security mechanisms.
3. Introduce or use unauthorized software, firmware, or hardware.
4. Share my password or access authorization with others.
5. Assume the roles and privileges of others and/or attempt to gain access to information for which I have no authorization.

Complete the form and agree to the code of conduct

Your New Account Has Been Created!

 SharePoint@nnsa.doe.gov
Wed 8/10
You

You must verify your email address before an account is created

Hello EMISIG Tester,
Thank you for registering, please click [here](#) to request that your account be activated. After an administrator has approved you, you will be notified by email and able to log-in. Please be patient as this could take a few days.



Sign In

- After you submit your request for an account, you will be instantly granted “General Membership” access
- Return to the HomePage and sign in with the username (email account) and password you just created

The screenshot shows the top navigation bar of the EMI SIG Home page. It includes the EMI SIG logo and name, a search bar, and a 'Sign In' button. Below the navigation bar is a horizontal menu with links for 'EMI SIG Home', 'EMI SIG Homepage', 'Annual Meeting', 'Subcommittees and Working Groups', 'Training and Products', 'Membership Directory', and 'EMISIG SharePoint'. A callout box points to the 'Sign In' button with the text: "Click on the Sign In and enter your username and password". Another callout box points to the 'EMISIG SharePoint' link with the text: "Then click on EMISIG SharePoint".

- As a “General Membership” you will be able to browse most all the information on the site but you will not be able to collaborate or add documents
- To gain full access you must “subscribe” to the subcommittees or working groups you are interested in joining

The screenshot shows the main content area of the EMI SIG website. It features a grid of subcommittees and working groups, each represented by a colored icon and a name: COOP, DMCC, EPI, ERA, FFR, HZA, SCAPA, TECH, T&D, Exercise Builder, TEEL Advisory Group, and EPIcode User Group. A callout box points to the 'Join' button with the text: "Click the JOIN icon to subscribe to a user group". Another callout box points to the 'Support Contact' section with the text: "If you have any problems, contact the Data Manager". The 'Support Contact' section includes a photo of Scott Stoudenmire and his contact information: "EMI SIG Data Manager Scott Stoudenmire 505-306-0269 sstoudenmire@itpnm.com".



Join a group

- After you click JOIN, you will be asked to create a membership record. At this point it will be blank. Click “Add new item” to open the subscription form
- At any time, you can click JOIN and return to this record to subscribe to new groups or unsubscribe from groups you no longer have an interest in

Then click on “Add New Item”

Check the groups you want to join

After you submit, your membership record is updated

| Edit | Name | COOPSC | DMCC | EPISC | ERASC | FFRSC | HASC | SCAPA | TDSC | TECHWG | Ex Builder |
|--------------------------------|-----------------------|--------|------|-------|-------|-------|------|-------|------|--------|------------|
| | stoudenmire@yahoo.com | Yes | No | No | No | No | No | No | No | No | Yes |
| + Add new item | | | | | | | | | | | |

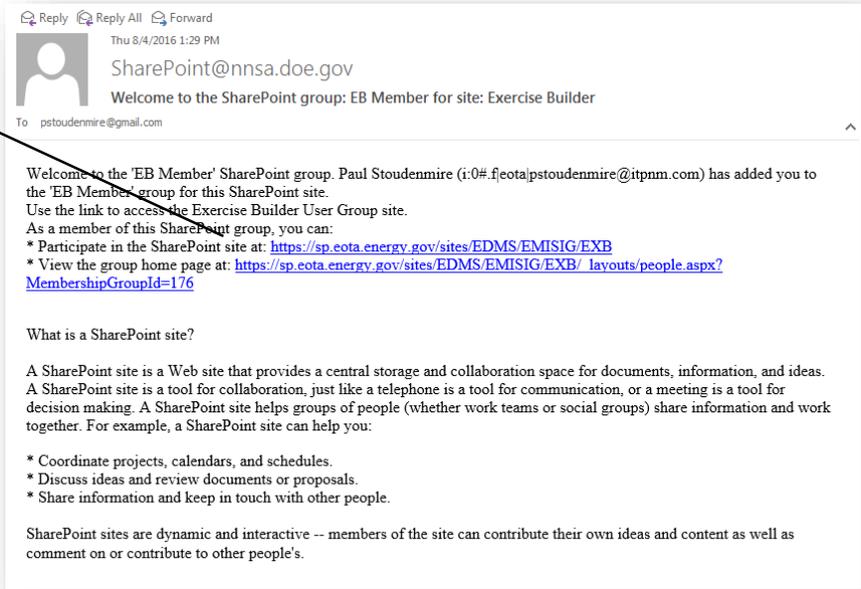
Click on the Paper and Pen icon to edit your record



Join a group

- Each group sets their own criteria for adding members. It may take 2-10 days for approval
- When you are approved, you will receive an email notification with a link directly to the site

Direct link to the group site



- That's it. You are now a member of EMI SIG and enrolled in the groups that fit your interest.
- As a member, you will receive automatic email messages for announcements made to the entire organization and to the groups you joined.

If you are getting too many announcement emails, you can modify the frequency of the emails or stop them completely





General Navigation

- Here are some tips on features available to you as a member of a subcommittee or working group

ENTERPRISE DATA MANAGEMENT

NA-41 EDMS Home | EMI SIG | This Site: COOP Subcom

Continuity of Operations Subcommittee

Join (Link to subscription page)

COOPSC Documents

| Type | Name | Modified |
|--------|-----------------------------|-----------------|
| Folder | COOP AARs | 6/23/2016 19:44 |
| Folder | COOP Connection | 6/23/2016 19:40 |
| Folder | COOP Coordinator Highlights | 6/23/2016 20:54 |
| Folder | COOP Exercise Packages | 6/23/2016 19:43 |
| Folder | COOP General Reference | 6/23/2016 19:43 |
| Folder | COOP Lessons Learned | 6/23/2016 19:40 |
| Folder | COOP Plans | 6/23/2016 19:43 |
| Folder | COOP Procedures | 6/23/2016 19:44 |
| Folder | COOP Templates | 6/23/2016 19:40 |
| Folder | COOP Training | 6/23/2016 19:45 |

COOPSC Announcements

| Title | Modified |
|---|-----------------|
| COOP Connection Released | 7/25/2016 20:01 |
| COOP Coordinators Good Practice Guidelines 2013 | 6/23/2016 20:53 |
| Continuity Assessment Tool (CAT) is now available | 6/23/2016 20:51 |

COOPSC Calendar (July, 2016)

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|--------------------|--------|----------|
| 26 | 27 | 28 | 29 | 30 Site Kickoff | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |

What's New

Shared Items

- 19:55 COOP_Connection_10_2013.pdf
- 19:55 COOP_Connection_10_2014.pdf
- 19:55 COOP_Connection_07_2014.pdf
- 19:55 COOP_Connection_07_2015.pdf
- 19:55 COOP_Connection_04_2014.pdf

Site Users

- Paul Stoudenmire
- Scott

Links

- Pandemic Influenza

COOPSC Action Items

| Title | Assigned To | Status | Priority | Due Date | % Complete |
|---|-------------|--------|----------|----------|------------|
| There are no items to show in this view of the "COOPSC Tasks" list. To add a new item, click "New". | | | | | |

Clicking on this tab will always return you to the Home Page

Link to subscription page

Document library to share files with group

Announcements are automatically emailed to all group members

Shows the last 5 items added

Lists all group members

Links to other sites or resources

Calendar of group activities.

Assignment and tracking of group action items