



Training Transcript for Module 4 Objectives

This is Module 4 – Objectives of the Exercise Builder Online Training.

Open Exercise Builder and go to Step 4 Objectives.

In this module, you will learn how to navigate and add data into the Objectives section of Exercise Builder. You will create and select objectives for each of the responders that will be playing in your exercise.

The exercise objectives are used to:

- Establish the exercise scope and provide a framework for scenario development.
- Specify the emergency response functions to be demonstrated.
- Identify the extent of organizations and personnel participating in an exercise.
- Identify the breadth and depth of exercise activities to be accomplished or simulated.
- Provide exercise evaluation criteria.

At the end of this module, you will do a practice activity for entering your exercise objectives and response steps and will be prepared to go to Module 5 – Guidelines and MSEL.

We'll walk through Objectives now.

- Click the next arrow to go to Step 4.2.

This screen displays all of the participating organizations selected in Step 2 (Scope) for the exercise, regardless of jurisdiction.

Next to each participant is the status of your effort to develop or select exercise objectives for your specific exercise.

Once you start working on the exercise selection, you will change the status from Not Started to Working.

When you are done, you need to manually change the status to Completed.

Building or selecting exercise objectives is accomplished on the Exercise Objectives Worksheet.



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- Click to highlight the participant you want to modify. On this screen, Energy Research Center has been selected and is highlighted in blue.
- Select ERC Duty Officer and click Open Objectives Worksheet button.

The Exercise Objectives Worksheet for the ERC Duty Officer will display.

This screen shows the participant is the Energy Research Center Duty Officer.

The box below with the dark blue header shows the exercise objectives for this participant. In this case, we have not yet entered objectives. Once entered, the objective will always be available to select for use in an exercise.

There are two ways to enter or add exercise objectives in this worksheet.

The first is Add by Copying, and the second is Add by typing the objective in the area provided.

We will start with Add By Copying.

- Select Add By Copying

The Emergency Management Issues Special Interest Group's Exercise and Drill Subcommittee surveyed the types of participants and exercise objectives in the DOE/NNSA Complex. From that survey, 23 categories of participants were identified as most common in the site/laboratory and offsite Emergency Response Organization.

Within those 23 participating organizations, 189 core exercise objectives were developed. These core objectives contain the specific objective (without reference), the response steps to meet the objective, National Preparedness Goal (NPG) Core Capabilities (optional), and exercise evaluation guide (EEG) for use.

Once you select an objective, you will add your site's specific emergency plan or procedures, change terminology to meet that used at your site (such as Duty Officer to Shift Superintendent), and tailor the response steps and EEGs to meet your plans and procedures.

Exercise Builder also contains core participants and exercise objectives for the Continuity of Operations Program (COOP). The EMI SIG COOP Subcommittee, working with the Exercise and Drill Subcommittee, identified 12 common participants and developed 28 exercise objectives for use.



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On this worksheet are the key elements to copy Core exercise or COOP objectives for a selected participant.

The pull down menu allows you to select from Core Emergency Management/Security objectives, Responder, and COOP objectives.

Responder objectives are defined as objectives you have already developed for another responder, which can be used in part or as a whole for another participant. For example, if you developed EMS objectives for a site, you can copy parts or all EMS objectives to city and county EMS organizations.

Once you select the Copy From category, a list of participants will appear for selection. You can get this in either a list form by using the pull down arrow or by clicking the right/left arrows next to the participant name.

For each participant, a series of exercise objectives will be displayed. Click the checkbox next to the objective you want to copy. Multiple selections are allowed.

Once you have made your selection, click the Copy Selected Objectives button.

Please note when you select an objective, if the NPG Core Capabilities have been tied to the objective and an EEG has been developed, these are also copied to your selected participant.

- Select Copy From: Core and select Site Duty Officer.
- Select SITE DO.1 – SITE DO.5.
- Select Copy Selected Objectives and indicate yes you want to save changes to the worksheet.

It is very important to ensure you save your work as you complete each worksheet.

When Exercise Builder copied the core Duty Officer objectives to your duty officer participant, it changed the core Objective ID to the ERC-DO objective ID.

If you want to use this objective in your specific exercise, click the box by the objective ID.

Note the objective has the statement [Insert Site/Facility Plan and/or Procedure] in the objective statement. You can document your site's plan or procedure by entering it here



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and replacing this bracketed statement which provides a hint of the type of reference you may want to include in the statement.

You can click on the Add/Edit Response Steps. Once you access this, you should review and/or modify, delete or add response steps to tailor it to your site's procedures in meeting the exercise objective.

When we copied the objective, the DOE Guide 151-1.3 Evaluation Criteria (selected in the EEG) and the NPG Core Capabilities were also copied with the objective.

Once all changes have been made, to select exercise objectives for an exercise, click the box next to the objective. All objectives for the participant can also be selected or deselected at once using the blue Select All or Deselect All icons.

Check the box next to all five of the ERC-DO.1 objectives to add to your exercise or simply click Select All.

Once you have completed adding objectives for this particular participant, change the Status from "Working" to "Completed."

When you click Add/Edit Response Steps, the Add/Edit Response Step Worksheet is displayed. On this Worksheet is the exercise objective with the associated response steps.

Selected response steps have comments, which provide assistance or tips associated with the step.

Select a response step that you want to modify or delete (Note: The first response step on this screen has been selected.)

If you click "Delete," the response step will be deleted.

If you select "Edit," you can edit the statement. (In this example, you can change <Duty Officer> to ERC Duty Officer and the objective listing [DO.1, DO.2] to [ERC-DO.1; ERC-DO.2] to tailor the information to the ERC procedures.)

You can also select "Add" and a screen will open to allow you to enter a response step.

You can also move the response steps up and down to place them in the sequence in which they would normally occur for your exercise.



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As an advanced learning point, when we develop the Master Scenario Events List (MSEL), you will select an objective and then assign a time in minutes to each response step. Once the times are attached, Exercise Builder will generate the MSEL in time sequence. We will walk through this process in Module 5.

At this time, response steps have been added for each ERC-DO (Duty Officer) objective.

You can also add an objective without copying from another location.

To do so, select Add on the Exercise Objectives Worksheet. The Objective Editor Worksheet will open.

This worksheet lists the next exercise objective ID. Enter an exercise objective.

Select OK.

Once entered, select the Add/Edit Response Step from the Exercise Objectives Worksheet and enter the corresponding response step or steps. Be sure to select Save when complete.

Although DOE/NNSA guidance does not require the use of National Preparedness Goal (NPG) Core Capabilities, a well-integrated exercise plan, when state and local governments are participating, should at least list the NPG Core Capabilities addressed in the exercise for offsite organizations. The Emergency Management, Security, and COOP core exercise objectives have been tied to the NPG Core Capabilities in Exercise Builder.

Exercise Builder allows for the assignment of NPG Core Capabilities to the exercise objectives. They may be printed and provided to the offsite participating organization(s) as proof of meeting the NPG core capability requirements. As a best practice, most DOE/NNSA sites using Exercise Builder assign NPG Core Capabilities to all onsite and offsite objectives.

Once an exercise objective has been either copied or added, you can assign NPG Core Capabilities. Once selected, the list of NPG Core Capabilities is displayed.

Multiple capabilities may be selected.



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You can also access and modify (Add, Edit, Delete) your objectives from another location.

Close all objective worksheets you may have open at this time.

On the main Exercise Builder screen, select the [Add/Edit Baseline](#) link at the top of the Exercise Builder menu. Then select Baseline Objective Worksheet.

The Baseline Objective Worksheet opens. Select a participant. You Add, Edit, Delete, or Search and Replace exercise objective statements and/or response steps from this worksheet. It's important to note the Search and Replace function in Exercise Builder.

In the Find what: box, enter the text you wish to search for and replace. In the Replace with: box, enter the replacement text. Both text fields are case sensitive. Select the Field(s) To Search: (Objective ID, Objective Statement, Response Steps, and/or Comments) to indicate which area or areas you wish to search and replace. At least one Field(s) To Search: box must be selected in order to search and replace.

The advantage of this process is you do not have to select a participant in Step 2 – Scope and then move to Step 4 – Objectives to access the objectives. As a best practice, it is recommended you add objectives in this manner.

- Select the next arrow to go to Step 4.3 Review Exercise Objectives.
- Click the Generate & Save Document: Exercise Objectives link to generate, save, and open the document.
- Click the Edit Current Objectives Template link to edit the currently selected template.
- To select a different Exercise Objectives template to modify or generate the Exercise Objectives document, click the Select a Different Objectives Template link.

This concludes the video portion of Module 4 – Objectives.

You are now ready to begin the practical application of the Exercise Builder Online Training.

For this activity, you will enter objectives for the Objectives section of Exercise Builder.



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You will use the Microsoft Word document titled, *EB Online Training Activity – Module 4 Objectives.doc* located in the Exercise Builder Online Training Activities Folder.

You may print the Exercise Builder Online Training Activity information sheet and enter information into Exercise Builder as outlined in the document.

Remember to manually indicate the status of the objective worksheets to which you add objectives from “not started” to “working.”

Some of the objective response steps may already be entered for you from previously copying and pasting objectives.

Remember to use the Search and Replace function.

When you have completed entering the objectives steps, go to the video portion of Module 5 – Guidelines and MSEL.