



## Training Transcript for Introduction

This is the introductory module to the Department of Energy's Emergency Management Issues Special Interest Group (EMI SIG) Exercise Builder Online Training.

The purpose of this training is to assist federal and contractor employees assigned as Exercise Planners and associated staff to use the Exercise Builder development tool.

During this training, users will learn the basic features and functions of Exercise Builder and will be able to enter data and generate, save, and print exercise plan components.

The Learning Objectives for this training are to introduce users to the purpose of Exercise Builder and to demonstrate how to:

- Access and navigate through Exercise Builder
- Become familiar with the user interface and functions
- Generate documents and templates for reviewing and modifying exercise plan data
- Use Exercise Builder to develop exercise plan components
- The training consists of ten modules. It is recommended that they are completed in sequential order.
- In addition, the modules are accompanied by practice activities that are located in an *Exercise Builder Online Training Activities Folder*.

The activity documents contain step-by-step instructional information. They may be printed before beginning each activity.

Exercise Builder is sponsored by the Department of Energy's Office of Emergency Management and Policy (NA-41).

The EMI SIG's Exercise and Drill Subcommittee authorized the formation of the Exercise Builder Task Group to oversee Exercise Builder development and continued improvements.

The Exercise Builder Task Group is comprised of volunteer EMI SIG members.

The Oak Ridge Institute for Science and Education (ORISE) is responsible for implementing programming and design decisions authorized by the Exercise Builder Task Group.



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To receive a copy of Exercise Builder, you must meet one of the following criteria:

- Be a member of the Emergency Management Issues Special Interest Group (EMI SIG)
- Have a city, county, state, Federal, or military email address
- Provide a description of responsibilities that includes working for the public sector.

To Request Exercise Builder

- Use this URL to access the EMI SIG Training and Products web page.
- Scroll down to the Exercise Builder icon and description.
- Click the Request a copy link to open the Request Form.
- Click the link for Criteria for receiving EB and system/pre-loaded software requirements and read the information provided. Close the information window.
- If you meet the criteria for the Exercise Builder system and software requirements, complete the required fields and requested information.
- After completing the form, click the Continue button and then the Submit Request button to submit your request.

You will receive an Exercise Builder Request Confirmation email on the status of your request. If approved, you will receive another email that informs you of the approval and the number of installs granted. It will also include a website address and validation key code to download.

Before loading the Exercise Builder software on your computer, you should coordinate with your Cyber Security and/or IT organizations because the program is downloaded and updated from the web.

Before installing Exercise Builder, ensure your computer meets the system and pre-loaded software requirements listed at this link.

<http://orise.orau.gov/emi/training-products/exercisebuilderng/default.htm>

To install:



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- Open your internet browser and enter this URL:  
<https://emi2.orau.gov/EBv8b/login.html> to access the Exercise Builder Validation and Installation page.
- Enter the email address you provided on the Exercise Builder Request Form and the Validation Code you received in your approval email.
- Click the Begin EB Install button.
- The Disclaimer appears. Please read the disclaimer and, if you do not want to see the Disclaimer again, click the box beside Don't Show This Again.
- Click the OK button.

The Exercise Builder home screen opens.

Note: If you have requested permission to download Exercise Builder for another device, such as a laptop, you will repeat these instructions on the other device.

The download will not impact any exercise plans you have or are developing. All your information remains as entered. You may want to check to see if new capabilities are available.

When the Exercise Builder home screen opens, you can check new capabilities by clicking the Help/FAQs link called What's New in Exercise Builder? (Update History). A support screen opens. This screen provides a Summary of Exercise Builder updates and the dates they were published.

Close this screen and return to the Exercise Builder home screen.

Let's look at some of the features on the home screen. Exercise Builder is a Microsoft Windows-based product, so many of the features will be familiar to Microsoft Windows users.

The Exercise Builder screens can be minimized, maximized, or closed by using the buttons in the top right corner. When the view is reduced from full screen, the window can also be sized by placing your cursor on the edge of the screen until a double-ended arrow appears.

The menu at the top of the screen uses the same type of drop-down lists as those in Microsoft Office products.

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The File drop-down choices are: Create a new Exercise Builder file, open a current file, save the file, or save the file with another name or location, or exit Exercise Builder.

The View drop-down list includes various screen viewing options. A checkmark indicates a view is displayed.

The Add/Edit Baseline drop-down list provides the capability to add and/or edit the baseline objectives, evaluation guide, control organization, or glossary worksheets. These worksheets will be covered in Modules 4, 6, and 7.

To generate a report, select Reports at the top of the Exercise Builder menu screen. Exercise Builder Reports are generated based on a modifiable template. The generated report (or document) and the template are in Microsoft Word format (.doc or .docx). Each report has a default template that can be modified. We'll walk through the steps to modify templates in Module 2.

The Web Links drop-down list allows access to EMI SIG information and products, DOE Orders, and DOE Emergency Management Guides.

The Help drop-down list provides additional assistance.

After the user configures the software to site or facility preferences, the Tabs menu walks the user through 13 sections with associated steps to develop an Exercise Plan and After Action Report.

The Process Outline lists all the steps and the exercise plan components that are included in the steps. This side screen will expand for the step selected (for example, the Site Info section). The subcategories are listed in the Process Outline. By clicking on the "X" to the right of the words "Process Outline," the process outline will become hidden. To reactivate, click on "View" and click on Show Process Outline.

Three tools are listed across the bottom of the Exercise Builder screen and are available to assist the user in adding needed information during the exercise development process. They include:

- Add "To-Do" Items. This allows the user to identify actions to develop, task out, or periodically check during the development cycle.
- Add Glossary Item. This list provides a space to develop a Glossary of Terms, which are required in the Exercise Plan.

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- Add Simulations/Data. This list allows the user to add scenario data and simulations that are developed outside of Exercise Builder, such as field monitoring data and plume models.

This is the Exercise Builder Help and frequently asked questions (FAQs) section. It is similar to other Windows-based help files. On the first screen as shown, the history of the updates is documented. When an updated version is downloaded, the user should click “What’s New in Exercise Builder? (Update History)” to display the history of changes. A Version number and date published will be displayed. To find the version number currently running, go to “Help” (Circle 2 row) and click About Exercise Builder. To close the pop up informational screen, click the OK button or the Close button.

You may close Exercise Builder one of two ways.

Go to File and click Exit or go to the close “X” button in the upper right hand corner of the screen.

Previously it was mentioned that Exercise Builder is not only downloaded from the web but is also updated from the web.

During the install of Exercise Builder, an Exercise Builder icon was placed on your desktop.

To open Exercise Builder, double click on the Exercise Builder icon.

A Launching Application message will appear.

If there is a newer version of Exercise Builder available, you will be prompted to either accept or skip and open the Exercise Builder program.

If you click OK, the software update downloads to your computer.

The program opens to the Exercise Builder home screen.

Remember, you can check to see what the new updates are by clicking the What’s New in Exercise Builder? (Update History) link.

A support screen appears with a summary of the updates and when they were published.

During this module, we have:



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- Introduced the Exercise Builder Online Training structure and learning objectives.
- Discussed the Exercise Builder sponsorship, the EMI SIG Exercise and Drill Subcommittee, the Exercise Builder Task Group, and programming implementation organization.
- Reviewed criteria to request Exercise Builder.
- Introduced steps to request Exercise Builder.
- Examined system and pre-loaded software requirements prior to installing Exercise Builder.
- Installed Exercise Builder.
- Explained Exercise Builder home screen features.
- Illustrated how to close Exercise Builder.
- Demonstrated how to open Exercise Builder from the desktop icon.
- And checked the Exercise Builder update history.

This concludes the introduction module for the Exercise Builder Online Training. Please go to Module 1: Site Info.