



Training Transcript for Module 2 Purpose and Scope

This is Module 2 – Purpose and Scope of the DOE’s EMI SIG Exercise Builder Online Training. In this module, you will learn how to navigate and add data into the Purpose and Scope sections of Exercise Builder. At the end of the module, you will do a practice activity for entering exercise purpose and scope data and will be prepared to go to Module 3 – Planning.

The exercise purpose describes:

- Why the exercise is being conducted. This includes references to any local, state, or federal regulatory requirements, if applicable.
- What type of exercise will be conducted.
- When and where the exercise will occur.

The exercise scope identifies:

- The purpose of the drill/exercise
- Participating organizations
- Level of participation for each organization. This information is used to identify the functions and tasks that each organization should accomplish during the exercise.
- Organizations or functions to be simulated based on level of participation.

If the exercise is a no-notice exercise, this should be indicated as part of the exercise purpose. In this case, a date for when the exercise will be conducted is not listed.

We’ll walk through Purpose and Scope now.

An exercise purpose statement is part of the Exercise Scope section of the Exercise Plan. Exercise Builder will generate an exercise purpose statement based on the information you enter.

You will note that the steps included in the purpose statement development have expanded in the process outline screen.

You should also note that each screen has a set of general directions for the introduction (Step 1.1) and each following screen.

To move to the next screen, click the right arrow button.



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Using Exercise Builder to develop the purpose statement, this screen identifies:

- Who is conducting the exercise.
- The title of your exercise or site baseline.

The exercise title is based on the site/facility preferences. It may include the exercise focus, your exercise naming configuration, or an agreed to title.

- Where the exercise will be conducted.

Keep the location name as generic as possible. For example, use “Oxide Conservation Facility” instead of an actual building number.

- The regulatory requirements for the exercise being conducted.

You may want to include DOE O 151.1C and associated emergency management guides and/or those established by Federal (other than DOE), State and local government regulations. To do this, you may enter the designator (DOE Order number and title). You may list multiple regulations.

Click the right arrow to move to the next screen 1.3 Exercise Date.

Exercise Builder allows you to select a start and end date by either entering the date in the “Select a date” field, which will automatically be formatted in Exercise Builder, or simply click the calendar to set the date.

If your exercise is a no-notice exercise, click the box next to “This is a no-notice exercise.” If you select no-notice, your date will not appear in the purpose statement when you print it.

Click on the right arrow to go to screen 1.4 Exercise Type.

This screen, Step 1.4, provides a listing of potential exercise types you can use. Enter the Exercise Type and click the right arrow to proceed to Step 1.5 Exercise Focus Areas.

Optional Entries for the Purpose Statement

Exercise Builder provides optional entry screens for additional information for the purpose statement. Although not specifically required by DOE Guide 151.1-3



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Programmatic Elements, these options are frequently used within the DOE/NNSA Complex.

Step 1.5 Exercise Focus Areas allows the user to add information such as the program element being tested (e.g., Notifications and Communications) or other pertinent information about the focus of the exercise.

For example, a focus area may be Integration of Field Monitoring Operations with the Site, Radiological Assistance Program (RAP), State Field Monitoring Teams and the State Civil Support Team.

Click Add and an Add New Exercise Focus Area screen opens. To exit without adding a new exercise focus area, click Cancel.

To add a New Exercise Focus Area, enter your text and click OK. You may add multiple focus areas plus use the Edit button to make modifications, Delete button to deselect a choice, or reorder the areas with the Down and Up buttons.

To move to the next step, click the right arrow.

Step 1.6 Exercise Performance Goals is also an optional step.

You may add your performance goal or multiple goals by referring to DOE Guide 151.1-3 Programmatic Elements, Chapter 4 Readiness Assurance, Appendix D Evaluation Criteria.

Once entered, you may then use the Edit button to make modifications, the Delete button to deselect a choice, or reorder the performance goals with the Down and Up buttons.

To move to the next step, click the right arrow.

Step 1.7 Exercise Purpose Statement Additional Text is also an optional step. Let's say you want to add a text header to your purpose statement. The text boxes on this screen allow you to enter your text header and any additional text to your purpose statement. Once you enter your information, click the right arrow. If you have no further information, leave the boxes blank then click the right arrow to proceed to Step 1.8 Review Exercise Purpose.



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Step 1.8 Review Exercise Purpose is the last screen for this section. Click [Generate & Save Document: Exercise Purpose](#) link to generate, save, and open the document purpose.

A default filename is prefilled. In this step, Exercise Purpose, the default filename is Purpose.docx. You may rename the filename if you choose.

Save the file to store in the Exercise Builder Documents Library or wherever you want to save the document on your computer.

Note that if you are working on files stored on a network, it may slow down the application significantly. It is recommended to store your files on your C:/ drive and copy them to your network as a backup.

Click the [Edit Current Purpose Template](#) link to edit the currently selected template.

Click [Select a Different Purpose Template](#) link to modify or generate the Exercise Purpose document.

Click the right arrow to move to Step 2.1 Exercise Scope.

Developing the Scope Using Exercise Builder

Step 2.1 Exercise Scope

The Exercise Scope section of the Exercise Plan includes the exercise purpose statement developed in Step 1 and a list of the responders who will be participating in the exercise.

In this step, you will select participants for your exercise from the onsite and offsite emergency organizations and services you identified in Site Information.

If you find that your baseline information did not load for a new exercise or drill at this time, try closing the application and reopening.

As part of the selection process, you will indicate the level of participation for each responder.

Click the Next Arrow to begin.



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Organizations that appear on this screen, Step 2.2, were previously entered in Site Information.

On this screen, we have one site. Click the [Select Participants](#) link.

The Participant Selection Worksheet opens with a list of emergency responders that you previously entered in the EB Online Training Activity – Module 1 Sites or Facilities.

You may select each responder individually by clicking the box in front of the emergency responder name or select all responders by using the Select All button. You can then select the Level of Participation as Full or Limited/Simulated by clicking the button in front of each selection. The Full Level of Participation is selected by default when the responder is selected. You only need to select the Level of Participation if it is Limited/Simulated.

If you select the [Limited/Simulated](#) link, a Limited/Simulated Participation Worksheet opens for you to describe the responders limited level of participation or the location of the Simcell where the responder is being simulated.

An example of a limitation is Notification only.

An example of a simulated participant is Simulated in the ERC Control Cell.

Click the OK button to save the information and close the Limited/Simulated Participation Worksheet.

Click the Save button to save the responders you have selected for your exercise. Click the Close button to return to Step 2.2.

If you wish to add a responder to an exercise that is not listed on a Participant Selection Worksheet, you must return to Site Information and add them to their respective emergency response organization (ERO) worksheet, as described in Module 1. When you return to the ERO's Participant Selection Worksheet, the added responder will be available to be selected for the exercise.

To edit responder data, return to Site Information and navigate to the ERO worksheet containing the information to be edited.

Highlight the responder's name.



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Click Edit to revise the data.

Click OK to return to the ERO worksheet.

You can also use the Process Outline to go directly to the desired Site Information step.

A participant can be removed from an exercise by utilizing the Participant Selection Worksheet and deselecting the responder.

To delete an emergency responder from your site information, use the Process Outline and return to the applicable Site Info step (e.g., county, city, state EROs). Select the responder's ERO and click Edit (or double click the ERO name Locate and highlight the responder's name, and click the Delete button. Confirm your selection.

If you find that the Delete button is not activated, thus not allowing you to delete a responder, it is because responder is currently selected for the exercise in Step 2 Scope. You must first go into your exercise scope (Step 2) and deselect the responder for the exercise. At that point you can return to Site Info and Delete the responder as described previously. It is important to note that when a responder is deleted from Site Info, all of their previously developed objectives and EEGs are also deleted from Exercise Builder.

You will use the same navigation and exercise participant selection principles you used in Step 2.2 for your site/facility EROs for Steps 2.3 through 2.8.

In these steps you are selecting exercise participants from the County, City/Town, Tribal, State Jurisdiction, Federal level, and any other Emergency Response Organizations entered in the Site Info step and documenting their level of participation.

Once all of your participating organizations have been selected and their level of participation documented, go to Step 2.9 to print the listing.

Click the [Generate & Save Document: Exercise Scope](#) link to generate, save and open the document.

Click the [Edit Current Scope Template](#) link to edit the currently selected template.

To select a different Exercise Scope template to modify or generate the Exercise Scope document, [click the Select a Different Scope Template](#) link.



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This concludes the video portion of Module 2 – Purpose and Scope.

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

For this activity, you will practice entering the purpose statement, exercise focus areas, and performance goals in the Purpose section of Exercise Builder.

You will also enter and/or select participants for the Scope section of Exercise Builder.

You will use the Microsoft Word document titled, *EB Online Training Activity – Module 2 Purpose and Scope.doc* located in the Exercise Builder Online Training Activities Folder.

You may print the EB Online Training Activity information sheet and enter information into Exercise Builder as outlined in the document. Using copy and paste to enter the data from the activity document into Exercise Builder is recommended.

When you have completed entering the purpose and scope steps, go to the video portion of Module 3 – Planning.