

TASK 9: CONDUCT PRE-EXERCISE BRIEFING

Description

The RAC Chair conducts pre-exercise briefing for exercise evaluators, ORO control staff and licensee representatives to discuss the scenario and specific exercise activities.

Milestone

The pre-exercise briefing should be conducted one (1) day before the exercise.

References

None.

Products

None.

Guidance

At the pre-exercise meeting, the RAC Chair should brief participants on:

- o exercise schedule
- o concept of operations for offsite response
- o new or unique features of offsite response plan and procedures
- o exercise scenario
- o extent-of-play agreements
- o exercise ground rules
- o evaluator assignments

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- o evaluator team structure
- o guidelines for completion of the EEM Evaluation Forms and Narrative Summaries and use of the REP Exercise Manual
- o evaluator protocol
- o expected evaluator submissions (including copies of available logs, messages, etc. from the evaluators' sites) and delivery times
- o requirements for attendance of evaluators at post-exercise meetings
- o release of evaluators

Guidance for Evaluator Protocol

Evaluator protocol consists of the following.

1. **Evaluator role:** Evaluators should be unobtrusive recorders of events. They should watch and listen to exercise play and record their observations without interfering with exercise activities.
2. **Interaction with participants:** It is often necessary for evaluators to ask participants questions during the exercise in order to gather key information about exercise play. However, evaluators must be careful not to interrupt the participants in their response activities. Evaluators should word questions so that the player is not inadvertently prompted to perform actions that might otherwise be overlooked.
3. **Media interactions:** Evaluators should direct all media inquiries regarding the exercise evaluation process to the RAC Chair or designated FEMA public information officer. Evaluators should obtain the telephone number of the RAC Chair at the pre-exercise meeting. If a meeting for the public is scheduled after the exercise, evaluators may give media representatives the time and location of the meeting. Evaluators should never provide evaluation status or express any personal opinions on the exercise or nuclear power to the media while in the role of evaluator. Evaluators should simply state politely that they are unable to provide any information on the status of the exercise evaluation.

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4. **Actual emergencies:** Actual emergencies take precedence over exercise play. In such cases, evaluators should document the circumstances. In the event that an evaluator experiences a personal emergency that requires diversion from evaluation duties, he or she should contact the RAC Chair, team leader, or other FEMA authority, if possible.
5. **Pre-exercise site visits:** It is often advisable for evaluators to visit their assigned evaluation location prior to the beginning of the exercise. This is to ensure that the evaluator can find the assigned location and knows how long it will take to get there. This visit should not take place in the case of unannounced exercises to avoid alerting players to the upcoming exercise. RAC Chairs will instruct exercise players whether or not to make pre-exercise site visits.
6. **Evaluator dress:** Evaluators should consult with the RAC Chair or team leaders regarding appropriate dress for particular assignments.