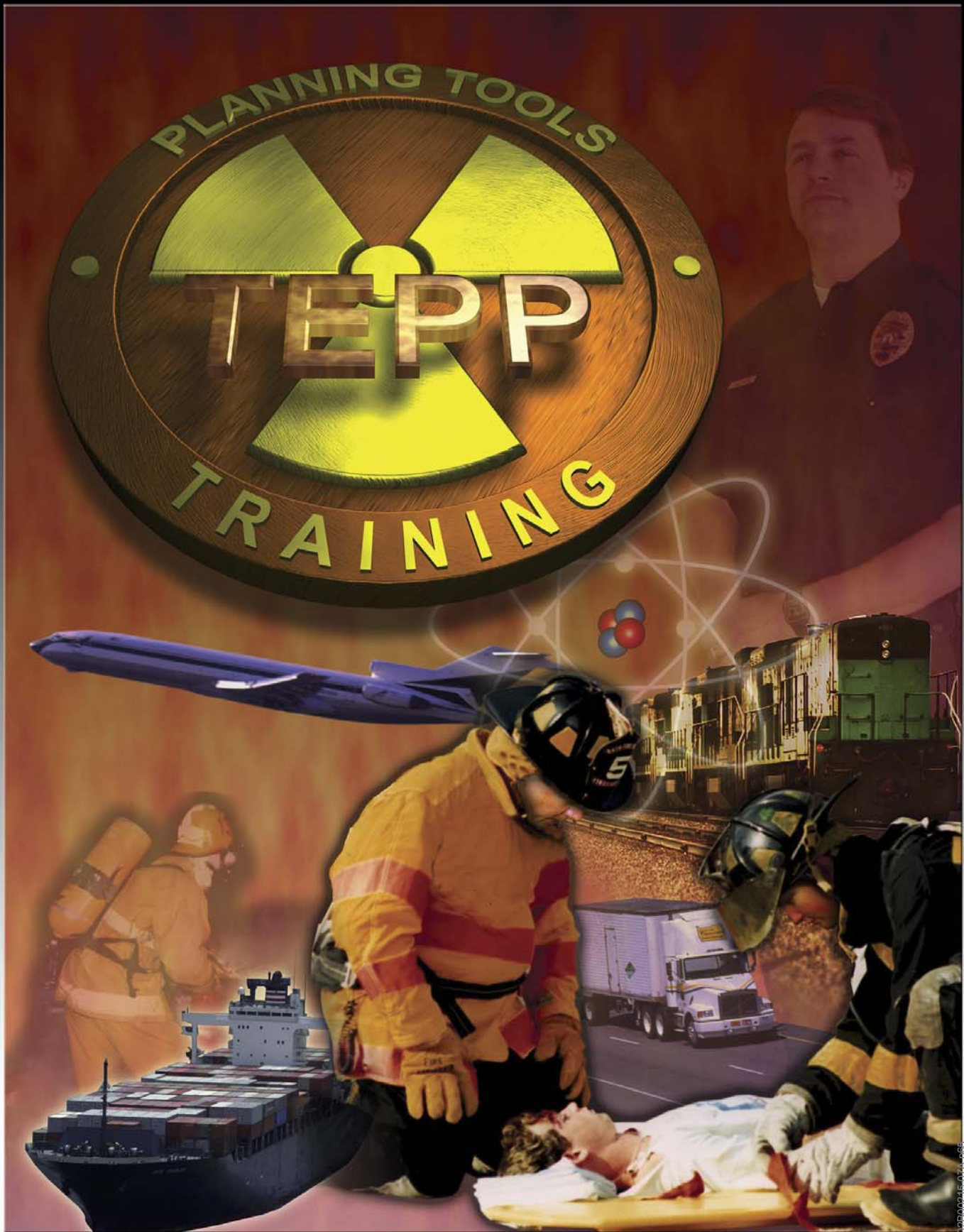




DEPARTMENT OF ENERGY



## Tabletop Introduction/Agenda

Prepared for the Department of Energy Office of Transportation and Emergency Management

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## Transportation Emergency Preparedness Program (TEPP)

### Tabletop Introduction/Agenda



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## Tabletop Introduction/Agenda

### 1.0 TABLETOP INTRODUCTION

#### 1.1 Tabletop Purpose

The purpose of this tabletop is to facilitate a learning environment where response agencies can come together, face to face, to understand and talk through an integrated response to a transportation accident involving radioactive material. Tabletops provide an ideal environment for learning, discussing, and identifying issues that may not be as obvious when players are physically separated as they are during drills and exercises.

Participants in the tabletop should, if possible, be positioned in a “round-table” setting. This setting allows participants to gain the full benefit of the face-to-face and body language communications which promotes open discussion in a relaxed (but well guided) atmosphere.

The overall goals of this tabletop are to:

- Demonstrate that local emergency response personnel can effectively respond to a transportation accident involving radioactive material
- Demonstrate effective coordination between regulatory agencies and the local communities during an emergency response action
- Challenge overall response capabilities and identify areas for improvement

#### 1.2 Tabletop Players

The following list identifies the key agencies/players that will participate in the tabletop. Only those with an asterisk will have key roles:

- Federal regulatory agencies (e.g., Environmental Protection Agency [EPA])
- Radiation health agencies\* (State or regional)
- State Emergency Preparedness\* (Emergency Operations Center [EOC])
- State environmental protection agencies
- Local law enforcement, fire department, and emergency medical services\* (including dispatchers)
- Local county services\* (e.g., EOC and Coroner)
- Regional medical centers
- Neighboring county resources (i.e., fire departments and law enforcement)
- Shipper/Transporter



## Tabletop Introduction/Agenda



## 2.0 TABLETOP SPEAKING POINTS OUTLINES

### 2.1 Senior Representative From Hosting Agency

1. Welcome to all participating agencies (check those that apply)
  - Federal regulatory agencies (e.g., EPA)
  - Radiation health agencies (State or regional)
  - State Emergency Preparedness (EOC)
  - State environmental protection agencies
  - Local law enforcement, fire department, and emergency medical services (including dispatchers)
  - Local county services (e.g., EOC and Coroner)
  - Regional medical centers
  - Neighboring county resources (i.e., fire departments and law enforcement)
  - Shipper
  - Transporter
2. Thank you
  - Thank you to the entire planning committee and participants

### 2.2 Tabletop Coordinator

1. Purpose
  - A learning experience for all agencies to ensure an effective, integrated response to a transportation accident involving radioactive material.
  - Designed for all responders to come together and utilize the opportunity for face-to-face and body language communication (as they are physically separated during the drill, exercise, or actual response). The tabletop environment proves to be one of our most valuable training tools.
  - Ideal opportunity to identify issues that can be resolved in a training setting rather than discovering these issues during an actual event.
  - Issues that arise here today will be addressed to ensure preparedness for an actual event.
2. Community
  - This tabletop is a community integrated event and will serve to fulfill the following.
    - Exercise the local community EOC to the extent necessary
    - Promote state and local community cooperation





## Tabletop Introduction/Agenda

### 2.3 Tabletop Moderator

1. Scope of tabletop event
  - “Big Picture” open discussion of agency/individual roles
  - Tabletop will involve a serious and highly unlikely series of events and complications in order to challenge you and enhance your understanding of proper response actions.
2. Emergency Preparedness Activities
 

The two following bullets are for an example only.

  - Unified Incident Command/emergency management liaison
  - Communication link/concept of operations from the field to the EOC
3. Objectives
  - Demonstrate knowledge of the concept of operations for the emergency response to a radioactive materials transportation accident, including the Unified Incident Command System utilized in the field.
  - Demonstrate knowledge of the initial and extended response of emergency personnel and the interface between these organizations and Federal and State Regulatory agencies (i.e., EPA and the appropriate State agency).
  - Demonstrate knowledge of the communications between the Incident Commander and the EOC.
4. Agenda
  - “Big Picture” discussion of agency roles, including those not present, if any. (15 Minutes)
  - Big Picture” discussion of individual responsibilities. (Have each participant introduce themselves and explain their role/position in a few sentences.) (15 Minutes)
  - Discuss “Big Picture” response actions (from page 2 of moderator’s guide).
  - 10 minute break.
  - Tabletop conduct.
  - 10 minute break.
  - Debriefing.
  - Issues to be resolved.
  - Lessons learned.
5. Restatement of Goals
  - Demonstrate that local emergency response personnel can effectively respond to a transportation accident involving radioactive material.
  - Demonstrate effective coordination between regulatory agencies and the local communities during an emergency response action.
  - Challenge overall response capabilities and identify areas for improvement.

