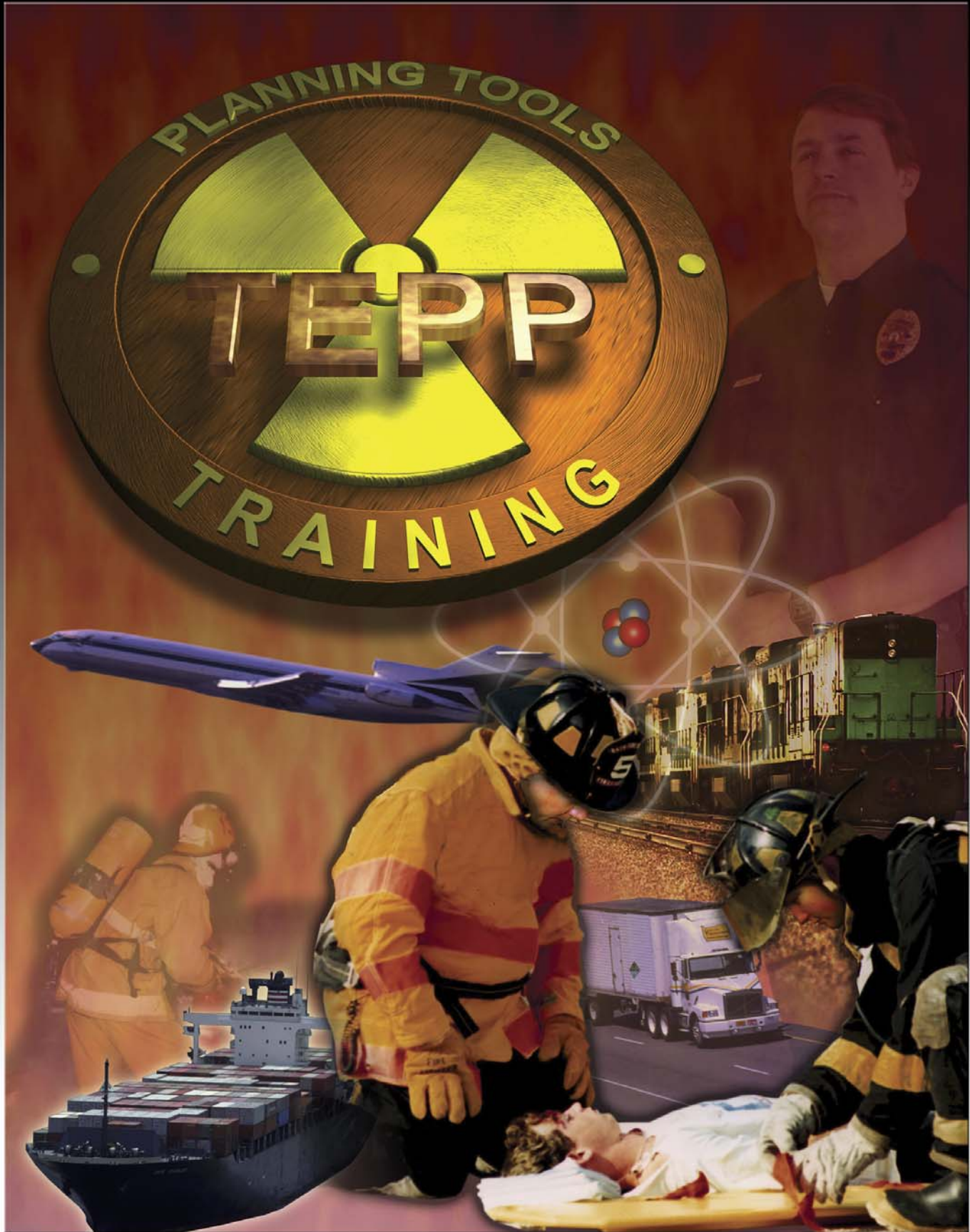




DEPARTMENT OF ENERGY



Checklist for Planning and Conducting the Transuranic (TRU) Waste (Class 7 Radioactive) Emergency Response Tabletop

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

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Transportation Emergency Preparedness Program (TEPP)

Checklist for Planning and Conducting the Transuranic (TRU) Waste (Class 7-Radioactive) Emergency Response Tabletop



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Tabletop Introduction/Agenda

(For Additional Information Refer to the *Guidance for Planning, Conducting, and Evaluating Transportation Emergency Preparedness Tabletops, Drills and Exercises*)

PHASE 1 - PLANNING

1. ____ Determine the scope, objectives, and extent of play for the tabletop (tabletop may be modified to meet local needs and objectives).
2. ____ Determine tabletop participants.
3. ____ Establish schedule and plan for the tabletop (schedules proposed within the TRU waste tabletop package may be modified for local site conditions).
4. ____ Notify proposed participating agencies and confirm support.
5. ____ Determine and secure location for tabletop.
6. ____ Establish personnel assignments.
7. ____ Prepare tabletop packages for all participants (players and moderator).
8. ____ Determine and acquire audio/visual equipment and aids needed for tabletop.
9. ____ Modify the initial conditions in the moderator guide and participant handout, (if necessary) to match the meteorology in your area.
10. ____ Modify the shipping document included in the tabletop package to include tabletop specific information (such as emergency response phone number). Boxes on the shipping document where information should be provided are marked with an "X."

PHASE 2 - TABLETOP SETUP

1. ____ Ensure all personnel know the schedule.
2. ____ Ensure all overheads have been evaluated and validated prior to set up.
3. ____ Set up the room for the tabletop.
4. ____ Ensure facility lighting and heating are sufficient for planned activity.

PHASE 3 - TABLETOP PLAY

1. ____ Ensure players and moderator are in place.
2. ____ Ensure all players have their packets.
3. ____ Distribute attendance sheet for signatures.

PHASE 4 - POST TABLETOP ACTIVITIES

1. ____ Conduct tabletop debriefing.
2. ____ Document tabletop performance, evaluations, and lessons learned.

