International Response Training

Virtual Engagement

Process Guide

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# Overview

The purpose of this document is to provide a process for the remote delivery of the International Response Training (IRT) Course. The primary goal of the IRT Course is to have first responders work closely with operators and regulatory authorities to understand the uses and hazards of radiological materials in addition to safe and timely responses to prevent the theft of material. This course was developed to be delivered in-country where first responders could work with operators to share information and work collaboratively to formulate documentation including plans for the successful response to an attempted theft of material.

Due to the pandemic, the IRT Revision Team evaluated the course and have developed this implementation guide. The IRT Course utilizes many practical exercises that require site visits and collaboration between participants. Our recommendation is to provide two engagements. The first will be a virtual engagement lasting four days in duration plus an additional day to conduct equipment checks. The virtual engagement will deliver the majority of the learning objectives from the formal IRT course. The second engagement will consist of an in-country visit once travel can be resumed. The in-country visit will consist of a review of the virtual engagement course objectives, a site visit, and practical exercises that allow first responders, operators and regulators to work collaboratively to finish the performance objectives of the original IRT course.

Analysis of the original course objectives was conducted by the IRT Revision Team. The objectives in blue identify the learning objectives that will be delivered during the virtual engagement. The objectives in red identify what will be delivered during in-country engagements once travel resumes:

# Module One – Introduction

* Welcome participants
* Course purpose and structure
* Learning outcomes
* Expectation

# Module Two – The Office of Radiological Security Overview

* Recognize the need for radioactive source security
* Define the ORS mission
* Identify ORS Worldwide Partners
* Summarize ORS mission activities
* Discuss ORS security enhancements
* Facilitated Discussion Video

# Module Three – Radiation Hazards for First Responders

* Describe radiation and hazards associated with exposure and contamination.
* Explain radiation dose and dose levels.
* Explain the importance of radiation signage.
* Understand the effects of radiation on humans.
* Define the concepts of time, distance and shielding.
* List types of radiation detectors.

Performance Objective

* Demonstrate the concepts of time, distance and shielding (Time, Distance and Shielding Exercise)

# Module Four – Threats to Radiological Sources

* Discuss countermeasures against a threat:
	+ Type
	+ Motivation
	+ Attributes
* Tactics, techniques, and procedures
* Associate motivation, attributes, tactics, techniques in case studies

Performance Objective

* Identify an International, Regional and Local threat (Threat Exercise)

# Module Five – Overview of Physical Protection Systems

* Identify the three fundamentals of a Physical Protection System
* Identify characteristics of an effective PPS
* Identify the detection process associated with the unauthorized access of radiological materials
* Identify the response sequence when alarms are received
* Discuss the Physical Protection System Timeline

# Module Six – Overview of Contingency Plans

* Define the components of a Contingency Plan
* Describe the purpose of a Target Folder
* Describe the critical tasks used in containing the theft of radiological sources

Performance Objective

* Develop a Site Response Plan based on a facility (actual or hypothetical)
* Develop a Critical Information Card based on a facility (actual or hypothetical) Site Response Plan and Critical Information Card Exercise

# Module Seven – Table-Top Exercise

* Describe the purpose of a tabletop exercise (TTX)
* Explain the roles and responsibilities during a tabletop exercise
* Describe a security event and engagement
* Describe how to document the tabletop activities
* Determine the results of a tabletop exercise
* Participate in a TTX

# Virtual Engagement Process

In order to ensure success of an IRT Virtual Engagement, significant effort will need to be made prior to the delivery of the virtual course. A series of meetings between the ORS team conducting the engagement and stakeholders, such as first responders, site operators, and regulatory authorities, will need to occur. During these planning engagements, the following items will need to be identified and agreed upon:

* Concur with the virtual engagement followed by an in-country engagement (once travel resumes) and provide agenda for both
* Agree upon dates, times, and venue for the virtual engagements individually or collectively.
* Identify the platform to be used for the virtual engagement (Ensure the platform is approved for use by ORS and the lab conducting the engagement)
* Identify participants for the engagement and ensure proper ratio (first responders, site operators and regulators)
* Create schedule for follow on events such as dry runs, equipment, and platform verification
* Discuss contingencies in the event of equipment malfunctions
* Discuss and agree upon how translation and interpretation will function during the engagement

The schedule for the IRT Virtual Engagement is developed for five working days. The first day (Monday) is to allow for a final dry run of equipment and communications as well as contingency measures in the event of loss of communications. Each laboratory delivering the Virtual IRT Engagement will have protocols to follow; however, the following items are recommended:

* Have a dedicated workspace to host and conduct the virtual engagement
* Use a dedicated producer who will have the responsibility to ensure cohesion, continuity and platforms are functioning properly. The producer will also have the responsibility to mitigate any technical issues that arise during the delivery of the engagement
* Ensure the appropriate number of instructors are present and assigned specific roles that support the virtual engagement
* Assign one instructor to continuously monitor the chat function to ensure all questions and comments are addressed in a timely manner and the instructor presenting material is not distracted
* Keep the virtual engagements to maximum of three hours per day
* Record each session in the event personnel changes are made (new personnel should observe the recorded videos prior to attending the in-country engagement)

Pre-planning and preparation for the virtual engagement will ensure successful delivery of the IRT Virtual Engagement.

## Virtual Engagement Schedule

| INTERNATIONAL RESPONSE TRAINING VIRTUAL ENGAGEMENT AGENDA(Times to be modified by the lead instructor based on the country’s needs) |
| --- |
| **Day 1 Monday**  |
| **TIME** | **TOPIC** | **PRESENTER** |
| 1 Hour  | Conduct Dry Run (Check all communications, locations and tools needed for the virtual engagement) |  |
| DAY 2 Tuesday  |
| 1 Hour  | Module 1: Course Overview and Introductions (Include Virtual Instructions) |  |
| 1 Hour  | Module 2: Office of Radiological Security Program  |  |
| 30 Minutes  | Review – Questions and Dialogue Session  |  |
| **DAY 3 Wednesday**  |
| 1 Hour  | Module 3: Hazards of Radiation to First Responders  |  |
| 1 Hour  | Module 4 Threats to Radiological Sources  |  |
| 30 Minutes  | Review – Questions and Dialogue Session |  |
| **DAY 4 Thursday**  |
| 1 Hour  | Module 5: Overview of Physical Protection Systems  |  |
| 1 Hour  | Module 6: Overview of Contingency Plans |  |
| 30 Minutes  | Review – Questions and Dialogue Session |  |
| **DAY 5 Friday**  |
| 2 Hours  | Facilitated Discussion (Video) |  |

# In-Country Engagement Process

The in-country engagement is critical and essential to accomplish all objectives of the course once an IRT Virtual Engagement is delivered. The in-country engagement should occur as soon as possible when travel resumes. All personnel who attended the virtual engagement should attend the in-country engagement to fulfil all objectives of the course. In the event of personnel changes, new personnel should watch the virtual engagement recordings prior attending the in-country engagement.

A series of planning meetings should occur with ORS personnel and all stakeholders (first responders, site operators, and regulatory authorities). During these planning engagements the following items will need to be identified and agreed upon:

* Dates, times and venue for the in-country engagement
* Ensure a visit to a radiological site is planned and verified
* Identify all participants are able to attend
* Ensure all new participants are provided the videos from the virtual engagement and view the videos prior to the in-country engagement

The in-country engagement should focus on the practical exercises and developing collaborative partnerships between first responders, site operators, and regulatory authorities.

## In Country Engagement Schedule (Post Virtual Engagement)

| MODIFIED INTERNATIONAL RESPONSE TRAINING EXAMPLE AGENDA (Times to be modified by the lead instructor based on the country’s needs) |
| --- |
| **Day 1 Tuesday**  |
| **TIME** | **TOPIC** | **PRESENTER** |
| 09:00 – 09:30 | Introductions and Overview of Training  |  |
| 09:30 – 10:15 | Review of Objectives from Virtual Engagement  |  |
| 10:15 – 10:30 | Coffee & Snack Break |  |
| 10:30 – 11:15 | Exercise: Time, Distance and Shielding Exercise  |  |
| 11:15 – 12:00 | Exercise: Identify an International, National and local threat to radiological material |  |
| 12:00 – 13:00 | Lunch Break |  |
| 13:00 – 16:30 | Site Visit  |  |
| 16:30 – 17:00 | Review with Question and Answer Session |  |
| **DAY 2 Wednesday** |
| 09:00 – 9:30 | Review with Question and Answer Session |  |
|  09:30 – 10:15 | Exercise: Develop Site Response Plan |  |
|  10:15 – 10:30 | Coffee & Snack Break |  |
|  10:30 – 11:15 | Exercise: Develop Critical Information Card  |  |
|  11:15 – 12:15 | Lunch Break |  |
| 12:15 – 13:30 | Review Site Response Plans and Critical Information Cards |  |
| 13:30 – 13:45 | Coffee & Snack Break |  |
| 13:45 – 14:30 | Module 7: Tabletop Exercise |  |
| 14:30 – 15:30  | TTX Planning  |  |
| 15:30 – 16:00 | Review with Question and Answer Session |  |
| **DAY 3 Thursday** |
| 09:00 – 09:30 | Table-Top Exercise Briefing  |  |
|  09:30 – 10:15 | Tabletop Exercise  |  |
|  10:15 – 10:30 | Coffee & Snack Break |  |
| 10:30 – 11:30 | Tabletop Exercise |  |
| 11:30 – 12:30 | Lunch Break |  |
| 13:30 – 14:00 | Graduation and Presentation of Certificates |  |