

# *EOTA – Business Form*

	<p><b>Document Title:</b>  <b>Script/Storyboard Template (WBT)</b></p>
	<p><b>Document Number:</b>  <b>ISDF-006 Rev. 10_0630</b></p>
<p><b>Document Owner:</b>  <b>Elizabeth Sousa</b></p> <p><b>Backup Owner:</b>  <b>Melissa Otero</b></p>	<p><b>Approver(s):</b>  <b>Melissa Otero</b></p>
<p><b>Parent Document:</b>  <b>ISDP-001, Course Design Process</b></p>	<p><b>Notify of Changes:</b>  <b>ISD, QAM, ITT, MGT</b></p>
<p><b>Referenced Document(s):</b>  <b>NA</b></p>	

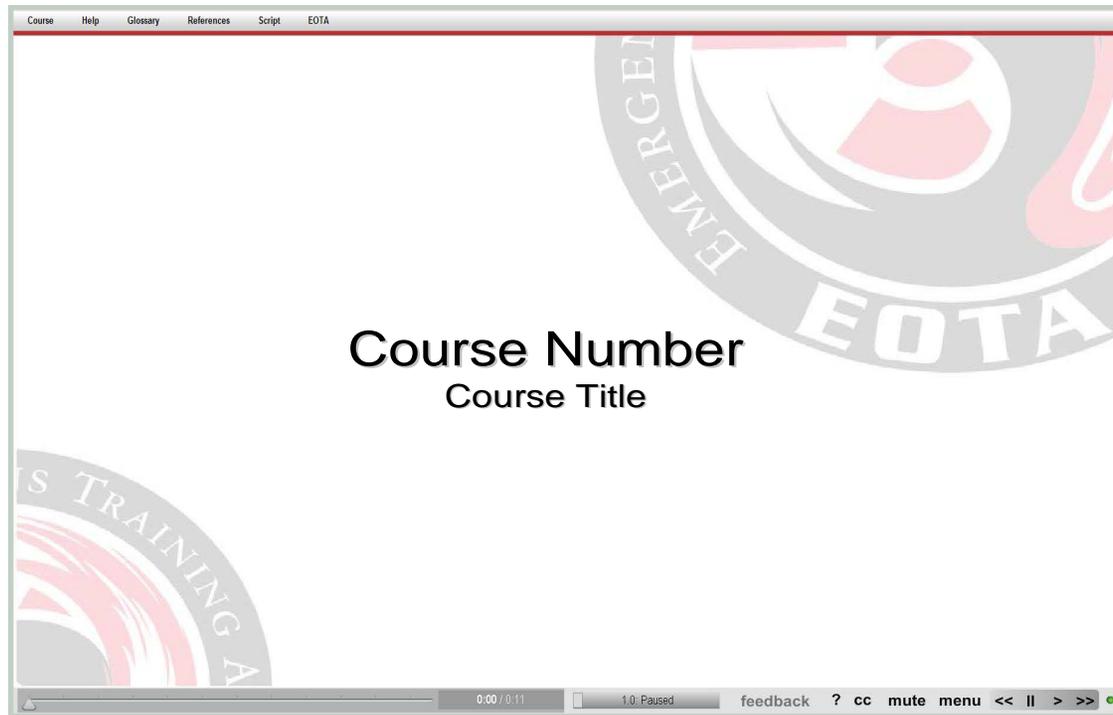
**Revision History:**

Rev.	Description of Change
A	Initial Release
08_0515	Revised "TITLE" to read "LESSON TITLE"
08_0611	Added Framework for programmers. Deleted running header. Clarified instructions for ISD staff.
09_1207	Added new Script/Storyboard Template. The new Script/Storyboard Template is pictured in this document but is located in Q-Pulse as a PowerPoint document and will be referred to as ISDF-006A.
10_0630	Reviewed for fit with TPP.
11_0224	Updated example to coincide with programming requirements.

**Note 1:** ISDF-006A is to be updated when changes are made to this document. ISDF-006A contains no Cover page, Revision History page, headers or footer. Revision History will be controlled on ISDF-006.

**NOTE 2:**

**This document shows a sample template and an example of how the template is to be completed. The blank template that is to be used for the WBT Script is located as a separate PowerPoint template in Q-Pulse and is listed as ISDF-006A.**



**Add the following programming information to the “Notes” section of the PowerPoint slide:**

**Title:**

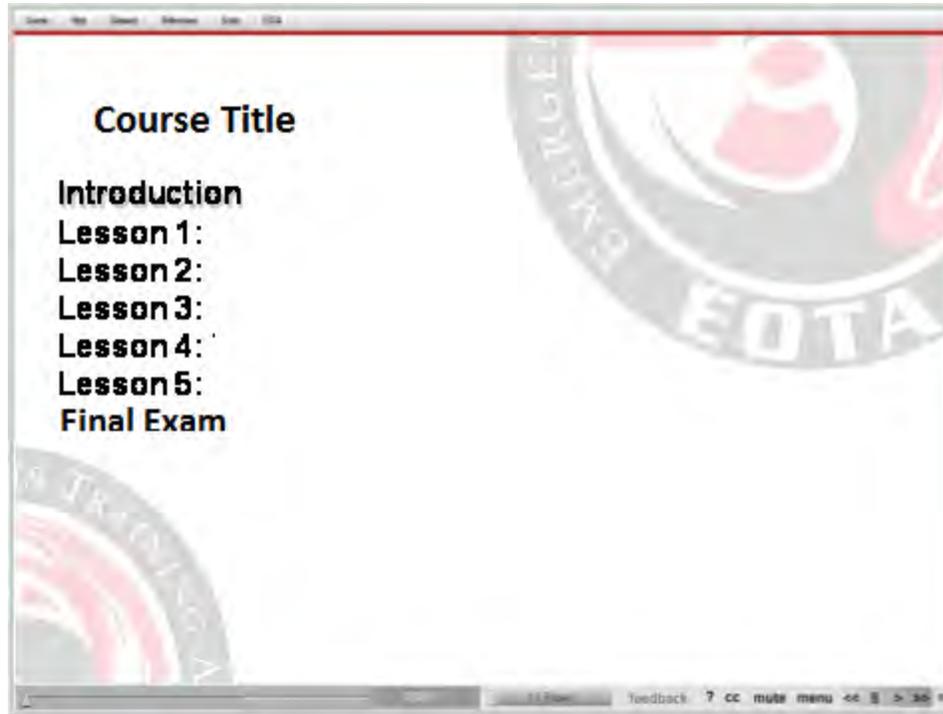
Opening page: Add Course Number and Title here

**Programming Notes:**

Provide specific information for programmers (ex. Sync bullets with narration, animate graphic in from right, open scene with graphic in place)

**Scene:** 1.0 **NOTE: You must use a colon (:)** after Scene and before the actual number; everything below the scene number will show.

(Add narration below Scene number)



**Title:**

Opening page: Add Course Number and Title here

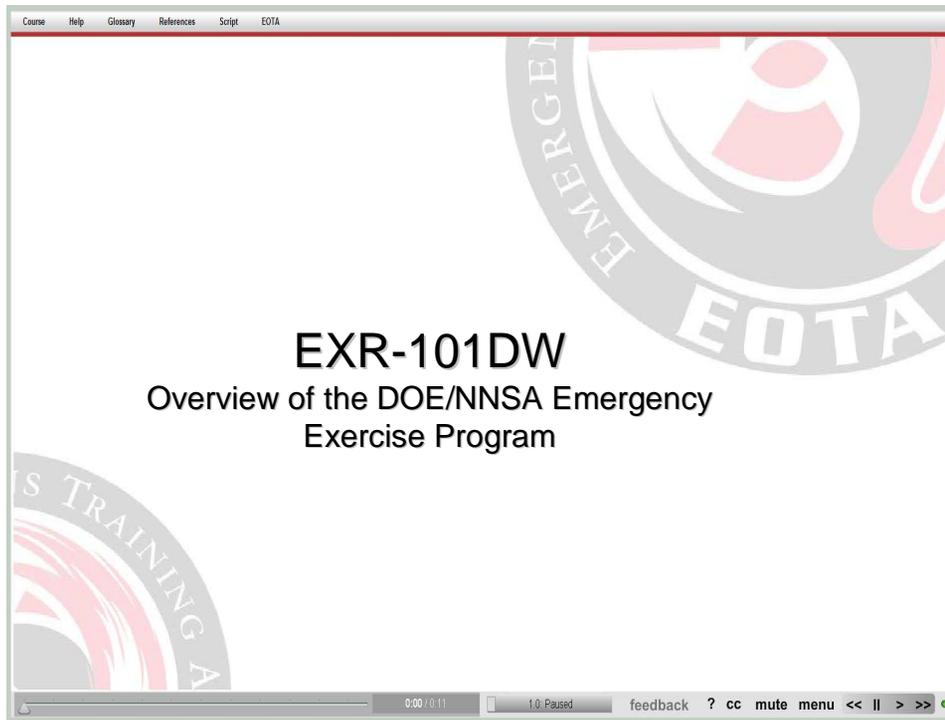
**Programming Notes:**

Provide specific information for programmers (ex. Sync bullets with narration, animate graphic in from right, open scene with graphic in place)

**Scene:** 1.0

(Add narration below Scene number)

**See the following pages for an example of a WBT Script.**



WBT  
Script  
Sample

**Title:**

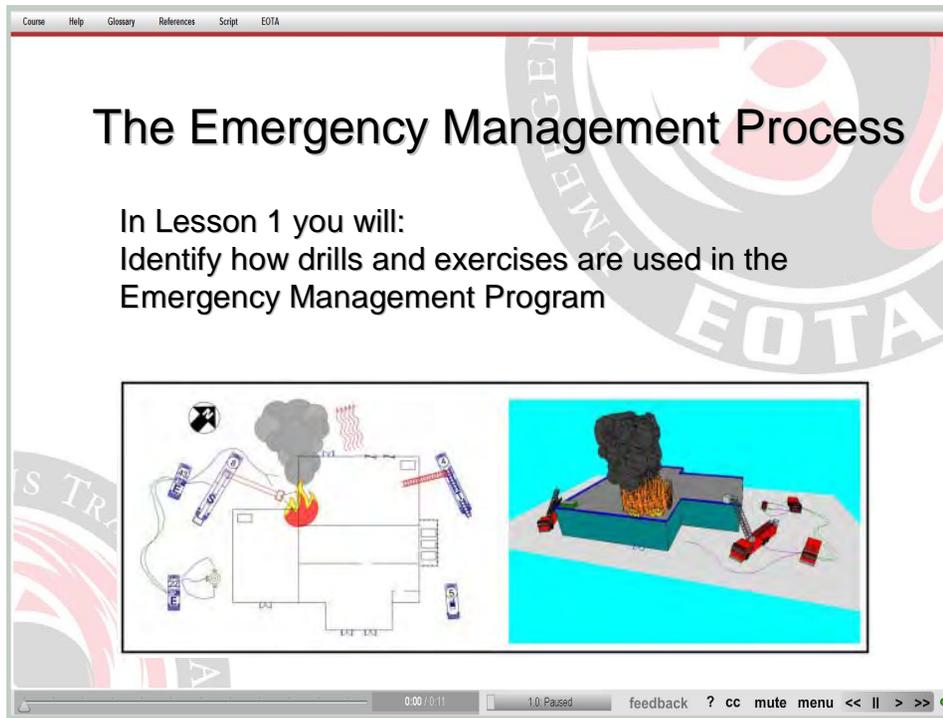
EXR-101DW  
Overview of the DOE/NNSA Emergency Exercise Program

**Programming Notes:**

Center text on page vertically and horizontally

**Scene:** 1.0

Welcome to the EXR-101DW Overview of the DOE/NNSA Emergency Exercise Program Course



WBT  
Script  
Sample

**Title:**

The Emergency Management Process

**Programming Notes:**

Open scene with graphic on screen. Sync text with narration

**Scene: 2.0**

(Pronunciation: D-O-E-N-N-S-A)

In lesson one you will first be shown how the drill and exercise program fits in the DOE/NNSA emergency management program.

Course Help Glossary References Script EOTA

The Emergency Exercise Program course is designed to provide an understanding of:

- DOE exercise requirements
- Types of exercises
- Exercise planning process
- Available resources to assist facility/site development of an exercise plan

0:00 / 0:11 1.0 Paused feedback ? cc mute menu << || >>

# WBT Script Sample

**Title:**

The Emergency Management Process

**Programming Notes:**

Open scene with graphic on screen. Sync text with narration.

**Scene: 2.1**

The Emergency Exercise Program course is designed to provide you with an understanding of the DOE - NNSA exercise requirements, types of exercises, the exercise planning process, and resources that are available to assist each facility/site in the development of the exercise plan.

Course Help Glossary References Script EOTA

## The Emergency Management Process consists of these five steps:

1. Hazards Survey and Hazards Assessment
2. Plans and procedures
3. Training, drills and exercises
4. Program assessments
5. Program updates



0:00 / 0:11 1:0 Paused feedback ? cc mute menu << || >>

# WBT Script Sample

**Title:**

The Emergency Management Process

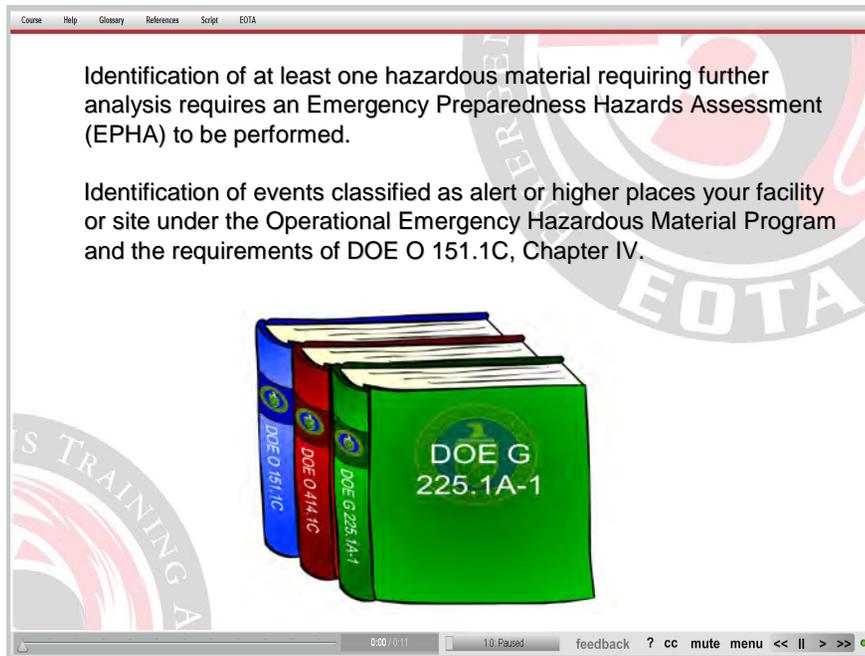
**Programming Notes:**

Open scene with graphic on screen. Sync text with narration.

**Scene: 2.2**

(Pronunciation: (DOE Order 151.1C) D-O-E-Order one fifty one dot one C (see))

DOE Order 151.1C provides the guidelines for emergency management process and the role that exercises and drills play within that process. This process may be described in the (5) five interactive tasks shown in the diagram.



# WBT Script Sample

**Title:**

The Emergency Management Process

**Programming Notes:**

Use image similar to this with DOE Order 151.1C on it. Fade in graphic with 2<sup>nd</sup> paragraph of narration.

**Scene:** 2.3

(Pronunciation: (DOE Order 151.1C) D-O-E-Order one fifty one dot one C)

If the screening process DOES identify at least one hazardous material requiring further analysis, an Emergency Preparedness Hazards Assessment, or E-P-H-A, is required. If the EPHA identifies events that can be classified as an Alert or higher, your facility or site's emergency management program is under the DOE/NNSA's Operational Emergency Hazardous Material Program and is subject to the requirements of DOE Order 151.1C, Chapter IV.