

Northwest Area Committee Exercise Schedule (NACES)

# User Manual 2010

# Introduction

This manual is to help guide users through the new format of the Northwest Area Committee Exercise Schedule.

For more information or technical assistance with using or scheduling an exercise, please contact or email the [Drill Coordinator](#).

# What's new...

- Web-base format for easy access
- New calendar and list view
- Automatic email notification and verification of exercise request

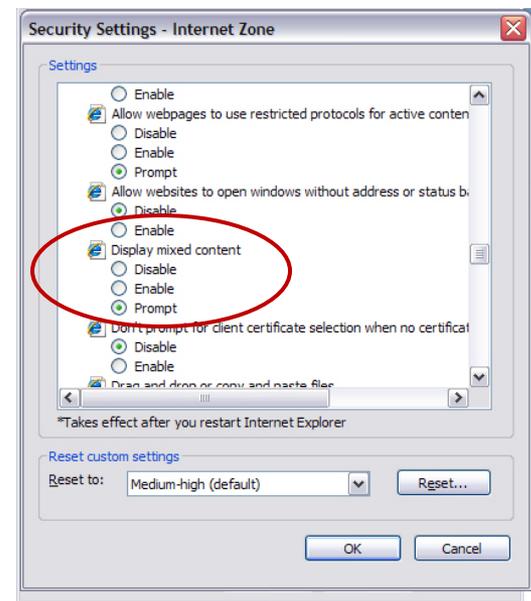
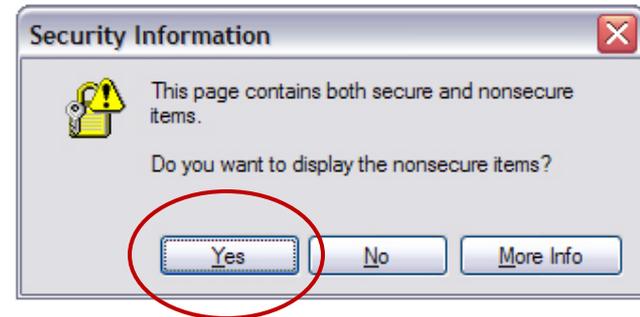
# Getting started (1)

- You can link to the exercise schedule with the following links:
  - <http://www.rrt1onwac.com/>
  - <https://fortress.wa.gov/ecy/naces>

# Getting started (2)

## WHEN YOU LINK TO NACES...

- You will see a “dialogue” box regarding the security information. Select **“YES”** to view all content.
- To change your browser to not prompt you in the future:
  1. Go to **Tools** → **Internet Option**
  2. Select **Security Tab**
  3. Highlight (or select) **Internet** for your zone
  4. Select **Custom Levels**
  5. Scroll down list → **Miscellaneous**
  6. Scroll down → **Display Mixed Content**
  7. Select **Enable**.
  8. Select **OK**.



# View Exercise Schedule

## MONTH VIEW

Northwest Area Planning Exercise Schedule

Date selection: Today [Go]

Month View | List View

\*Red indicates request pending

July 2010						
28	29	30	1	2	3	4
Test Multi-Co drill event	Test Multi-Co drill event	Test Multi-Co drill event				
4	5	6	7	8	9	10
			7/07/2010 1:00 AM - Test1			
11	12	13	14	15	16	17
	7/12/2010 9:00 AM - Test 4					
18	19	20	21	22	23	24
			7/21/2010 6:00 AM - Test 2			
25	26	27	28	29	30	31
		7/27/2010 4:00 AM - Test 3		7/29/2010 1:00 AM - KT		

**Tuesday, July 27, 2010**

**4:00 AM - Test 3**  
 Drill Type: Table Top  
 Drill Location:  
 Coordinator: ,  
 Comments:  
[Show detail...](#)

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## LIST VIEW

Northwest Area Planning Exercise Schedule

Date selection: Today [Go]

Month View | List View

\*Red indicates request pending

Date/Time	Sponsor Name	Drill Type	Location of Drill	Drill Coordinator	Comments	
7/29/2010 1:00 AM	KT	Deployment Drill		Testboox	Trustee Agency Environment Unit presence requested	<a href="#">View</a>
7/27/2010 4:00 AM	Test 3	Table Top			FOS Coordinator presence requested	<a href="#">View</a>
7/21/2010 6:00 AM	Test 2	Deployment Drill			PIO(IIC) presence requested	<a href="#">View</a>
7/12/2010 9:00 AM	Test 4	Deployment Drill		Shawn Yu	SOS Coordinator presence requested	<a href="#">View</a>
7/07/2010 1:00 AM	Test1	Deployment Drill		James Smith 260 777-9999	FOS Coordinator, SOS Coordinator presence requested	<a href="#">View</a>

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To view more detail information – click on the event name.

# Schedule an exercise (1)

(CLICK HERE)

1. Choose if this is a new, reschedule, or part of a multi-company exercise.\*

\* If this is part of a multi-company exercise a drop-down list will appear with the event names to choose from.

2. Enter Contact Information – red indicates required fields.

3. Indicate the **type of company** and **type of exercise** being conducted (more than one type of exercise can be selected).

\* If you are a regulated facility, a drop-down list will appear that will have your company name listed.

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State of Washington

## Northwest Area Committee Exercise Schedule

Drill Calendar **Schedule a Drill**

### Request Drill Schedule

For more information, please contact Elin Storey at (425) 649-7111 or [email](#). \* - indicates require.

**1**  New Drill  Reschedule  Is this part of a multi-company drill?

I. Contact Information	II. Exercise Coordinator
Sponsor:* <input type="text"/>	Coordinator: <input type="text"/>
Agency: <input type="text"/>	Title: <input type="text"/>
Contact Name:* <input type="text"/>	Organization: <input type="text"/>
Address 1: <input type="text"/>	Address 1: <input type="text"/>
Address 2: <input type="text"/>	Address 2: <input type="text"/>
City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>
Phone:* <input type="text"/> Fax: <input type="text"/>	Phone: <input type="text"/> Fax: <input type="text"/>
Email:* <input type="text"/>	Email: <input type="text"/>
URL: <input type="text"/>	URL: <input type="text"/>

**3** III. Select one of the following site code options that apply

Facility  Vessel  Mobile  Pipeline

Facility:

IV. Select any of the following types of exercises that apply\*

Equipment Deployment  Table-Top  Worst-case Table-top

Pre-booming Deployment  GRP Deployment

Wildlife Equipment Deployment  Emergency Response Towing Vessel

# Schedule an exercise (2)

4. Enter start date, end date, time and detail of exercise (A-G). \*

\* If this is part of a multi-company exercise a date of the event will automatically be filled in.

5. Choose if other agency presence is required. Indicate name of agency and position requested.

6. Enter verification code as it appears.

7. Submit request. \*

\* You will receive an email notification of your request.

The screenshot shows a web form titled "V. Drill Details" with a yellow header bar. Step 4 is indicated by a yellow circle with the number 4. The form includes fields for "Start Date:" and "End Date:" with calendar icons and a dropdown menu set to "0100" hours. Below these are seven sections, each with a text input field and a dropdown arrow: "A. Location of exercise", "B. Exercise scenario", "C. Responsible Party", "D. Components of Response Plan Exercised", "E. Objectives to be met", "F. OSRO", and "G. Other participates".

Step 5 is indicated by a yellow circle with the number 5. The section "VI. Other Information" contains several checkboxes: "Agency Presence Requested?", "Federal On Scene Coordinator", "State On Scene Coordinator", "PIO(JIC)", "Trustee Agency Environment Unit", and "Wildlife Rescue". A text field for "If yes Agency Name:" is positioned to the right of the first checkbox.

Step 6 is indicated by a yellow circle with the number 6. It features a CAPTCHA image showing the characters "NN820" and a text input field labeled "Enter verification code from the image:".

Step 7 is indicated by a yellow circle with the number 7. It shows two buttons: "Submit" and "Reset".

# Schedule an exercise (3)

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## Northwest Area Planning Exercise Schedule

Drill Calendar Schedule a Drill Add Event

Date selection:

\*Red indicates request pending

July 2010							Calendar
27	28 Test Multi-Co drill event	29 Test Multi-Co drill event	30 Test Multi-Co drill event	1	2		
4	5	6	7 7/07/2010 1:00 AM - Test1	8	9	10	
11	12 7/12/2010 9:00 AM - Test 4	13	14	15	16	17	
18	19	20	21 7/21/2010 6:00 AM - Test 2	22	23	24	
25	26	27 7/27/2010 4:00 AM - Test 3	28	29 7/29/2010 1:00 AM - KT	30	31	
1	2	3	4	5	6	7	

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Your exercise request will appear in **RED** to indicate request is pending.

Your exercise request will appear in **BLUE** when your request has been processed and accepted.

# Re-schedule or cancelling an exercise

CLICK HERE



- **Re-scheduling an exercise:**

- Follow the same steps as to Schedule an exercise.
- In the YELLOW section – select “Re-schedule”

Request Drill Schedule

For more information, please contact Elin Storey at (425) 649-7111 or [email](#).

\* - indicates require.

New Drill  Reschedule  Is this part of a multi-company drill?

I. Contact Information	II. Exercise Coordinator
Sponsor:* <input type="text"/>	Coordinator: <input type="text"/>
Agency: <input type="text"/>	Title: <input type="text"/>
Contact Name:* <input type="text"/>	Organization: <input type="text"/>
Address 1: <input type="text"/>	Address 1: <input type="text"/>
Address 2: <input type="text"/>	Address 2: <input type="text"/>
City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>
Phone:* <input type="text"/> Fax: <input type="text"/>	Phone: <input type="text"/> Fax: <input type="text"/>
Email:* <input type="text"/>	Email: <input type="text"/>
URL: <input type="text"/>	URL: <input type="text"/>

III. Select one of the following site code options that apply

Facility  Vessel  Mobile  Pipeline

Facility:

IV. Select any of the following types of exercises that apply\*

Equipment Deployment  Table-Top  Worst-case Table-top

Pre-booming Deployment  GRP Deployment

Wildlife Equipment Deployment  Emergency Response Towing Vessel

- **Cancelling an exercise:**

- To cancel an exercise, please send an email to the [Drill Coordinator](#). The Drill Coordinator will remove your exercise event from the calendar.

# For more information

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If you have further questions or need technical assistance, please contact the [Drill Coordinator](#).