

**Naval Air Station – Fallon, Nevada
Risk Communication and Community Relations
Strategic Planning and Partnering Session**

SUMMARY OF ACTIONS

August 9, 2001

ACTIVITY	RESPONSIBILITY	COMPLETION
1. Review website for content, currency, navigation, empathy and caring message, key messages, etc. Make recommendations.	Frontline	Aug 2001 <i>NOTE: online access currently unavailable</i>
2. Review LIST SERV options for website re: feedback mechanism/database	Anne McMillin	
3. Review and update JP-8 fact sheet with current information/facts, pipeline certification, etc. • Focus “fuels” issue vs. Navy issue	NEHC-EP / Frontline	
4. NEHC-EP assigned first point of contact for CDC and ATSDR	NEHC-EP	ongoing
5. Information pkg. re arsenic in water (and bottled water) available to BOQ guests – submit information piece to NEHC-EP/Frontline for review	A. McMillin	
6. Explore communication opportunities with Navy League (local, regional, national)	RADM D. Naughton, CAPT J. Gradisher	
7. Recommend model for City of Fallon Joint Action Group	Frontline / NEHC-EP	
8. Include summary page for the published CAAT minutes for quick review by readers	LCDR M. Dalgetty	
9. Strategy for team-building and appreciation (event, certificates) for CAAT members	LCDR M. Dalgetty A. McMillin	

<p>10. Review and revise existing Risk Communication Plan – including:</p> <ul style="list-style-type: none"> • ‘what-if’ contingency plans • strategy for informing personnel considering orders to Fallon • communicating with extended families • Navy PA response protocol • responding to incorrect or negative media coverage • release of water testing results 	Frontline / NEHC-EP	Final document Aug-Sept 2001 timeframe
<p>11. OPNAV N1 push for targeted survey of BAHs at NASF</p>	CDR B. Woods	
<p>12. Review key messages and communication protocol contained in Distribution Guidance Memo</p> <ul style="list-style-type: none"> • Contact Command Master Chiefs 	CDR B. Woods <i>with assistance from NEHC-EP/Frontline as requested</i>	
<p>13. Investigate and identify process for CDC study re interim reporting, etc.</p>	NEHC-EP	Aug 2001
<p>14. NASF to participate in ATSDR Info Fair Aug 21-22, with representatives from NASF Environmental, Medical, Operations, PAO</p>	As required (A. McMillin)	
<p>15. NEHC-EP to confirm format of Info Fair with contacts at ATSDR</p>	NEHC-EP	ASAP
<p>16. Posters and handouts for ATSDR Information Fair</p>	NEHC-EP / Frontline	
<p>17. Change language on Water Treatment Plant – City program with Navy participation</p>	All	Immediate
<p>18. Review and redistribute media protocol to on-base personnel – first POC is A. McMillin</p>	A. McMillin	ASAP
<p>19. NASF PAO, City PR firm and State PAO to engage in regular meetings/liaison</p>	A. McMillin	
<p>20. Clarify State of Nevada Open Meeting Law restrictions</p>	A. McMillin	
<p>21. Include NEHC-EP and Frontline in weekly PAO conference calls</p>	CHINFO, NASF PAO	begin Aug 14/01
<p>22. Advise NEHC-EP/Frontline if Detailers require additional training/review of Risk Communications</p>	CDR B. Woods	

23. Draft key messages for 60 Minutes Interview • submit to RADM D. Naughton & CAPT Rogers for review	A. McMillin	Aug 10/01
24. Review key messages for 60 Minutes Interview • submit to NEHC-EP/Frontline & CHINFO for comment	A. McMillin	Aug 1/301
25. Finalize key messages for 60 Minutes Interview • all PA/RC comments to A. McMillin	NEHC-EP Frontline CHINFO	Aug 14/01 – noon
26. Mock interview to be conducted with CAPT Rogers	A. McMillin	Aug 14/01
27. Media Training for CAPT Goetsch	M. Markovinovic	TBD
28. Risk Communication Training for CAPT B. Goetsch and LCDR M. Dalgetty	NEHC-EP/Frontline	Aug/Sept timeframe
29. Draft new update article for distribution to other NAS's	A. McMillin	Aug/Sept
30. Review beefed up NASF sponsor training materials for RC content	NEHC-EP/Frontline	Aug/Sept