



# Training the Trainer

Tips on Educating the Public about

**Dolly Sods,**

Monongahela National Forest,  
West Virginia

# INTRODUCTION

- The purpose of this presentation is to train you to educate the public regarding the Dolly Sods Area and Formerly Used Defense Sites (FUDS).
- You will also learn the steps to creating a successful and interesting presentation.



# AGENDA

- The topics that will be covered are:
  - Dolly Sods
  - FUDS
  - How to create a successful presentation

# ACRONYMS

- **CERCLA**: Comprehensive Environmental Response, Compensation and Liability Act
- **DERP**: Defense Environmental Restoration Program
- **DoD**: Department of Defense
- **DOJ**: Department of Justice
- **DSMOA**: Defense and State Memorandum of Agreement
- **EPA**: Environmental Protection Agency
- **FUDS**: Formerly Used Defense Sites
- **FUDSMIS**: FUDS Management Information System
- **HTRW**: Hazardous, Toxic, and Radioactive Waste

# ACRONYMS

- **NCP**: National Contingency Plan
- **NPL**: National Priority List
- **OE**: Ordnance and Explosives
- **RAB**: Restoration Advisory Board
- **USACE**: U.S. Army Corps of Engineers
- **USDA**: United States Department of Agriculture
- **USDA FS**: USDA Forest Service
- **USEPA**: United States Environmental Protection Agency
- **UXO**: Unexploded Ordnance
- **WVDEP**: West Virginia Department of Environmental Protection

# DOLLY SODS OVERVIEW

- Dolly Sods is a natural area where people enjoy many activities, such as:
  - Hiking
  - Mountain Biking
  - Fishing
  - Hunting
  - Berry Picking

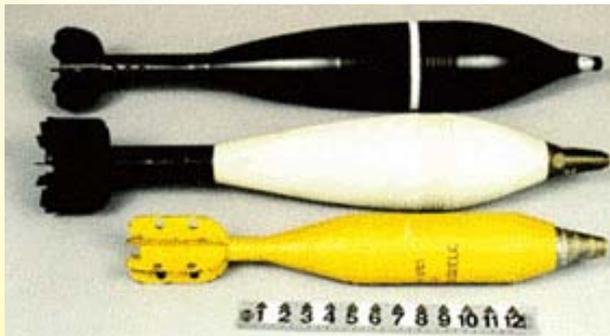


# DOLLY SODS - FUDS

- Dolly Sods is also what is known as a **F**ormerly **U**sed **D**efense **S**ite.
- Dolly Sods was part of the Former West Virginia Maneuver Area.
- During WWII, Dolly Sods was used for target practice and infantry training.
- However, there is still a risk that some undetected **UXO** could resurface.

# WHAT IS ORDNANCE?

- Some examples of ordnance are:
  - Bullets
  - Mortar shells
  - Bomb fragments
- UneXploded Ordnance are also called **UXO**.



Lengths vary up to 23 inches



# WHAT IS BEING DONE?

- The U.S. Army Corps of Engineers has already performed a clean up.
- However, there is still a risk that some undetected **UXO** could resurface.



# Take Precautions

- Camp in established campsites.
- Stay on designated trails.
- Do not create new campsites or trails.

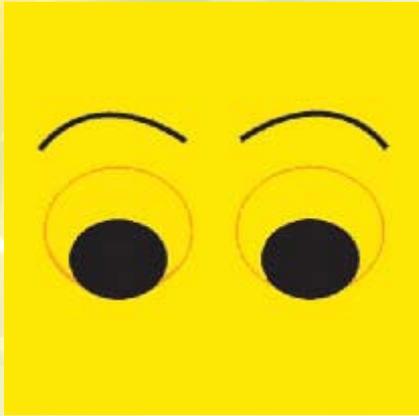


# UXO Safety

- The rules of UXO safety are “The 3 R’s”:
  - Recognize the ordnance
  - Retreat and Mark the area
  - Report **1-888-283-0303**
- It is very important to emphasize safety as the biggest concern to everyone.

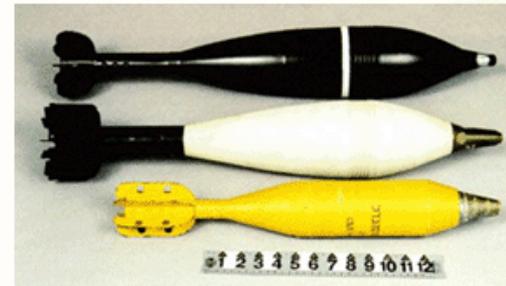
# Rules of UXO Safety

## *"The 3 R's"*



# Recognize

- **UXO** can be found in many shapes and sizes:  
They may look new or old,  
shiny or rusty.



# Rules of **UXO** Safety

*“The 3 R’s” - Recognize*

- **DO NOT TOUCH** anything that might be **UXO!**



- **UXO** can hurt or kill you.

# Rules of UXO Safety

## *“The 3 R’s”*



# Retreat

go back the way you came.

# Rules of UXO Safety

*“The 3 R’s” - Retreat*

**Stay at least 50 feet away!**

**Mark the area by:**



**Making an arrow  
with rocks**



**Making an arrow  
with sticks**



**Tying a bandana  
around something**

# Rules of **UXO** Safety

## *“The 3 R’s”*



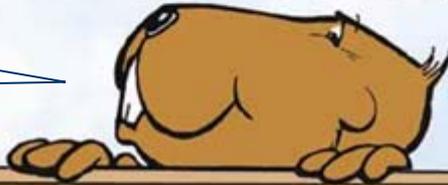
# Report

**1-888-283-0303**

Report the location of the **UXO**.

# 3 Important Rules of UXO safety

Hi! I'm Wally the  
Woodchuck.



Recognize



Retreat



Report

1-888-283-0303

*The  
3  
R's*

# TRAIN THE TRAINER

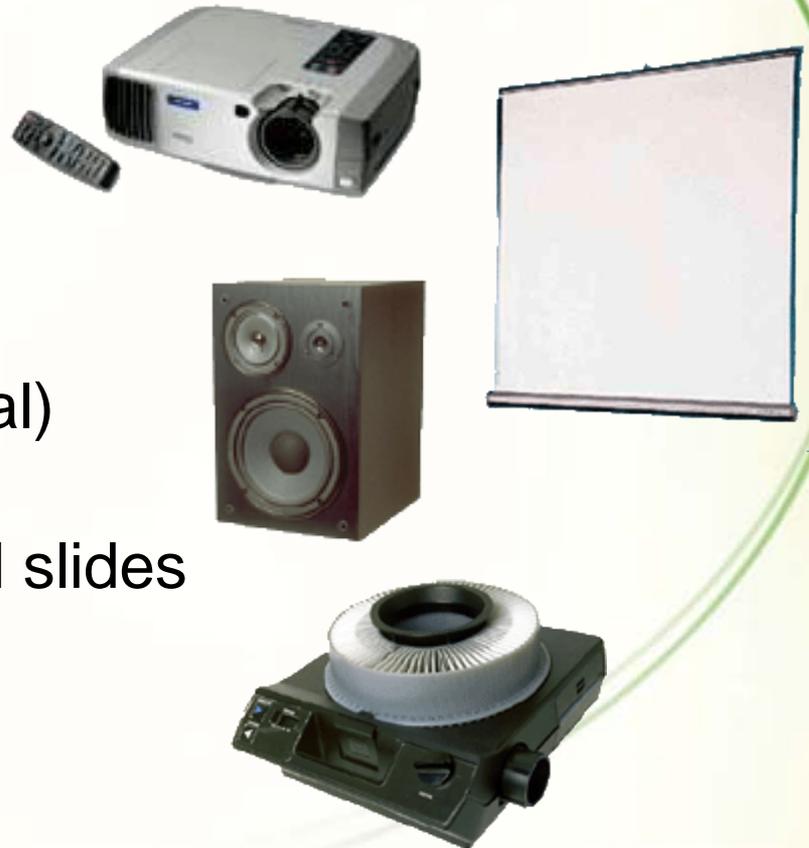
- Step 1 Plan
- Step 2 Prepare
- Step 3 Practice
- Step 4 Present
- Step 5 Answer Questions
- Step 6 Thank Your Audience!

# PLAN

- Make sure to obtain the exact:
  - Date, time and location
  - Time allowed for your presentation
  - Contact information at location
  - Find out who will attend
  - Room layout information (optional)
  - Dress appropriately

# PLAN

- Coordinate audio visual support
  - Projection equipment
  - Screen or blank wall
  - Sound system (optional)
  - Computer or overhead slides



# PLAN

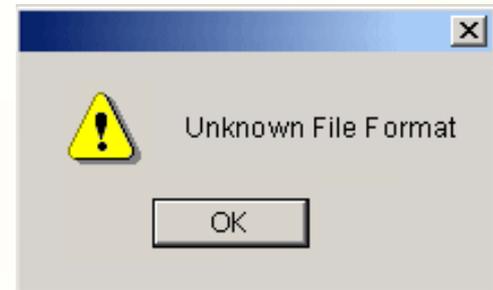
- Microphone (optional).



- Electrical cords/extensions (optional).



- Make sure that your presentation is compatible with the available equipment!



# PREPARE

- Familiarize yourself with the topic of your presentation.
- Visit related Web sites.
- Find out what other types of educational materials are available.

# PREPARE

- **Hand-outs**
  - What type will you need?
  - How many?
- **Notes**
  - Make notes on the key points you will be addressing.
  - Use index cards if necessary.
- Do not drink milk, eat beans or spicy food prior to the presentation.

# PREPARE

- If you are using a computer, have a back up CD ROM or disk.
- Make sure the software that you need is on the computer.
- If you are accessing a Web presentation, make sure that you have an Internet connection.



# PREPARE

- You may want to have overheads available as a back up.
- Prepare to make the presentation without audio-visual support (in case the equipment does not work)!

# PRACTICE

- Time yourself.
- Practice the presentation ahead of time with someone who can critique you.
- Practice until you feel comfortable with the material and equipment.
- Make adjustments as necessary.

# PRESENT

- Relax
  - Take full, deep breaths to avoid appearing nervous.
- Test your microphone for voice level.
- Greet the audience as they come in.
- Ask the audience for their specific interests.

# PRESENT

- Have water available.
- Take a cough drop before starting the presentation.
- Use good posture.
- Make eye contact.
- Introduce yourself.

# PRESENT

- State objectives of presentation.
- Establish time for questions.
- Distribute handouts (if any).
- Smile!
- Start!

# PRESENT

- You are in charge!
- Maintain a constant flow during the presentation.
- When finished, ask if there are questions.

# HANDLING QUESTIONS

- If you do not understand the question, ask the individual to repeat it.
- If you do not know the answer, say:  
***“I do not have that answer right now, but if you give me your name and telephone number, I will call you with the information.”***
- Provide clear explanations.

# HANDLING QUESTIONS

- If there are no questions, say that you will be available to answer any questions for a short time after the presentation.
- Offer to answer questions in the future.
- Provide your contact information.

# CONCLUSION

- Thank the audience for their participation.
- Take all of your materials and equipment.

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