

## EXERCISE SUBCOMMITTEE CHARTER RRT REGION 10

### Mission:

Formally incorporate the Exercise Cycle into regional processes and procedures to become more systematic with our intent to improve our plans.

### Background:

We have a robust exercise program in the region. However, our exercises focus on meeting requirements outlined by the National Preparedness for Response Exercise Program (NPREP), which often does not test parts of the Regional Contingency Plan (RCP). Exercises are an important part of the preparedness cycle (see figure 1). There is an opportunity to be more deliberate in how the region uses exercises to test and improve our plans.

The Exercise Subcommittee will serve as a coordination point for the planning, preparedness and response community, being a resource for the RRT and the Regionwide Planning Committee. The role of the RRT is often misunderstood within the Pacific Northwest response community. The establishment of a standing Exercise Subcommittee will help promote the understanding of the role of the RRT and the RCP. As a coordinating element, this subcommittee can help address the challenge of involving the many agencies that make up the RRT into regional drills and exercises.

Therefore, the RRT Co-Chairs establish the Exercise Subcommittee to help RRT member agencies work together more effectively in exercise design, execution, after action development and improvement planning.

### Purpose:

The Subcommittee will serve as a resource with expertise and experience to which the RRT member agencies can turn for assistance on regional exercises. The Subcommittee will serve as a point of contact for planning and exercise staff throughout the Pacific Northwest, providing a consistent mechanism to facilitate coordination between RRT member agencies. The purpose of the Subcommittee is to:

- Actively develop relationships, coordination and communication between the Regionwide Planning Committee and planning and exercise staff of RRT member agencies;
- Provide a venue for inter-agency coordination on the scheduling, designing, and participating in drills;
- Explore ways to incorporate the Exercise Cycle into the greater inter-agency construct, specifically between the RRT, Area Committees (AC), State, and other regional planning/exercise groups;
- Ensure that exercise planning and execution issues and initiatives are brought to the attention of the RRT and the Regionwide Planning Committee so that inter-agency feedback and input can be obtained in a timely manner;

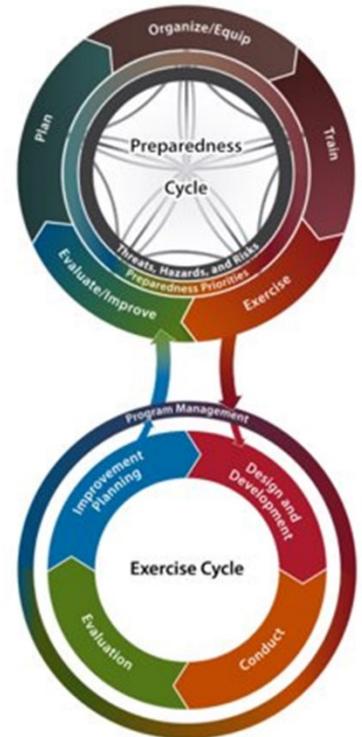


Figure 1

- Propose changes to the RCP and Area Contingency Plans (ACPs), make recommendations, offer clarifications and solutions on planning policies and procedures;
- Proactively identify evolving issues, opportunities and barriers to exercise planning and execution and delivery of services;
- Spearhead inter-agency engagement for after action development and improvement planning.

### **Regional Response Team Member Sponsorship, Roles and Responsibilities:**

Subcommittees address specific subject areas that necessitate ongoing attention to refine both ACPs and the RCP and enhance the functionality of the RRT. Subcommittees may work for the RRT or an AC depending upon the nature of the assigned work. They will work under a signed charter and may be assigned a sponsor. Subcommittees will regularly report their progress to the Regionwide Planning Committee. Subcommittees are not time-bound and may be indefinite.

### **Subcommittee General Management, Roles and Responsibilities:**

The Subcommittee membership will be open to all members of the larger RRT and ACs. Subcommittee Co-Chairs will be appointed annually by a consensus of members and may serve successive, consecutive terms if nominated again when their term expires, with a limit of three consecutive terms.

The Co-Chairs will be responsible for organizing meetings, developing agendas, tracking assignments and organizing Subcommittee communications. The Co-Chairs will also be responsible for producing annual and long-term work plans, which will be approved by the Regionwide Planning Committee. The Co-Chairs will be responsible for engaging with the Subcommittee sponsor as needed.

Subcommittee members will be responsible for actively attending meetings, seeking feedback from their organizations on issues or work that the Subcommittee is undertaking, contributing to the products of the Subcommittee and assisting with outreach and engagement throughout the Pacific Northwest.

### **Work Plans and Meetings:**

The Subcommittee shall meet, at a minimum, once annually. The Subcommittee will develop work plans with both short-term and long-term goals, proposed products and deadlines. Work plans will be approved by the Regionwide Planning Committee.