

## Current EXDSC Charter

### **Purpose**

The purpose of the Emergency Management Issues Special Interest Group (EMI SIG) Exercise and Drill Subcommittee (EXDSC) is to facilitate collaboration and information sharing for continued development and improvement of planning and conduct of DOE/NNSA emergency preparedness drills and exercises. The scope of work performed by this subcommittee includes all elements associated with drill and exercise planning, design and development, implementation, evaluation, control, documentation, and corrective actions.

### **Membership**

The EXDSC is open to all DOE/NNSA employees, supporting contractors and other approved government and nongovernment agencies with responsibilities for managing, overseeing or implementing comprehensive emergency management programs. The primary audience is drill and exercise planners from around the DOE/NNSA complex. Subcommittee members are encouraged to:

- Actively participate in discussions and decision-making
- Build on ideas of others; create options to satisfy mutual and separate interests
- Offer constructive feedback and participate in professional debate
- Engage in information sharing and collaboration

### **Leadership**

Leadership of the EXDSC comes from the Chair or Co-chair in the absence of the Chair. The Chair will act and report to the Steering Committee on behalf of the subcommittee. The Chair is responsible for coordinating meetings and monitoring progress on annual objectives. Advisors to the subcommittee will come from the DOE Office of Emergency Management and Policy (NA-41) and EMI SIG Steering Committee. The Oak Ridge Institute for Science and Education (ORISE) will provide coordination and support. Subcommittee Chair and Co-Chair(s) positions will be selected by the subcommittee annually prior to or during the annual EXDSC Workshop. If a Chair resigns, a Co-Chair will assume the Chair responsibilities until the next annual EMI SIG meeting. In the absence of a Co-Chair, the subcommittee will request a volunteer during the next quarterly conference call.

### **Task Groups**

Task groups are established to address specific issues, EXDSC objectives or to develop products as identified by the subcommittee, Steering Committee, or NA-41 and approved by the Chair. The Task Groups are normally led by a Co-Chair. Task group membership is approved by the assigned Co-Chair.

### **Meetings**

The EXDSC communicates and shares information in a variety of ways.

- A Workshop will be conducted as part of the EMI SIG Annual Meeting. During this Workshop, presentations will be made, information will be shared and subcommittee objectives will be developed for the upcoming EMI SIG year.
- The Subcommittee will meet via conference call on a quarterly basis. Quarterly conference calls will include a meeting agenda and follow-on meeting minutes.
- Task groups will meet as necessary.
- Assistance meetings may be scheduled to help programs identified as “non-compliant” at the request of the NA-41 representative on the Subcommittee, dependent on DOE-HQ support funding.