



## ***Virtual Tabletop Exercise Program Fiscal Year 2024***

### **General:**

EMI conducts a series of Virtual Tabletop Exercises (VTTX) using a virtual platform to reach community-based training audiences around the country and provide a virtual forum for disaster training. The VTTX process involves key personnel from the emergency management Community of Practice (CoP) reviewing a pre-packaged set of exercise materials and convening for a 4-hour tabletop exercise discussion of a simulated disaster scenario with a total of 10–15 other CoP groups participating.

The event allows the connected sites to assess current plans, policies, and procedures while learning from the other connected sites, as they provide their perspective and practice while exercising a similar situation. An internet connection is required to take part and will be broadcasted using Zoom. There is no cost for this program.

**Course Dates:** *This Training Opportunity is covering the second half of the fiscal year.*

- April 17, 18, 2024:
  - Scenario: HazMat (Railway)
- May 8, 9, 2024:
  - Scenario: IPAWS (Tornado)
- May 22, 23, 2024:
  - Scenario: Reunification after Mass Casualty Incident (MCI)
- June 5, 6, 2024:
  - Scenario: Dam Failure
- June 26, 2024:
  - Scenario: Cybersecurity
- July 10, 11, 2024:
  - Scenario: Active Threat (College Campus MCI)
- July 24, 25, 2024:
  - Scenario: Building Collapse

- August 7, 8, 2024:
  - Scenario: IPAWS (Hurricane)
- September 11, 12, 2024:
  - Scenario: HazMat (Transportation Gasoline)
- September 25, 26, 2024:
  - Scenario: Winter Weather (Freezing Rain)

### **Target Audience:**

The VTTX program is designed for a “community-based” group (not individual participation) of at least five or more personnel from Federal, state, local, tribal, and territorial (SLTT), Corporate/Industrial, Higher Learning/education-based facilities or Voluntary Organizations Active in Disaster (VOAD) emergency management organizations with representation from emergency management disciplines—public safety, public works, public health, health care, government, administrative, communications, military, private sector, non-governmental, and critical stress professionals.

### **Exercise Design:**

This VTTX is designed to engage the participants in a no-fault, hazard-specific exercise discussion. Facilitation will occur online from the EMI and will need to be complemented by a dedicated local agency facilitator at each participating site. The participating location must provide a person capable of facilitating the onsite portion of this discussion-based exercise.

The VTTX will be supported by an Exercise and Coordination Facilitation Guide, which will include all required logistical information (room layout, connection instructions, etc.), as well as facilitation and hot wash instructions.

# TRAINING OPPORTUNITY

The VTTX will consist of:

- Three discussion modules
- Local discussion with guided questions led by an onsite facilitator.
- Back-briefs from each participating location after each module
- 10–15 participating locations (agencies) per broadcast

### To Apply:

Organizations interested in participating in the VTTX series should submit an email request to participate in the exercise to the Integrated Emergency Management Branch at [fema-emi-imb@fema.dhs.gov](mailto:fema-emi-imb@fema.dhs.gov) and Reginald Godfrey, [reginald.godfrey@fema.dhs.gov](mailto:reginald.godfrey@fema.dhs.gov), with your preferred date of participation. When applying, please provide a central point of contact from your organization for all VTTX coordination. Upon receipt from EMI, the central POC will be contacted with the approved participation date.

One week prior to the exercise, exercise materials (Exercise and Coordination Facilitation Guide, Situation Manual, agenda, and exercise slides) and NETC admissions information will be forwarded to the POC, who will be responsible for forwarding these materials to the participants.

### Notice to VTTX Participants:

To obtain an EMI participation certificate for the VTTX, participants will be required to register in the [NETC Online Admissions Application](#) after you have completed your agency's VTTX session. To register in the NETC Online Admissions Application, you will need to use your Student Identification (SID) number.

### How do I obtain my FEMA SID number?

1. To register, go to [Student Identification System](#).
2. Click on the "Register for a FEMA SID" button on screen.
3. Follow the instructions and provide the necessary information to create your account.

You will receive an email with your SID number.  
You should save this number in a secure location.

### Reasonable Accommodations:

Request for Accommodation: If you require a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make the request NLT 15 days prior to the class start date. When making any requests, please provide details on the accommodation; however, DO NOT include medical or other personal information that is protected under the Privacy Act of 1974 or the Health Information Privacy Protection Act No. 1749 (45 CFR Part 160 Subparts A and E of Part 164). Last-minute requests will be accepted; however, they may not be possible to fulfill. Please indicate any requests as part of your admissions application. Any additional questions should be directed to NETC Admissions at: [NETCAdmissions@fema.dhs.gov](mailto:NETCAdmissions@fema.dhs.gov)

### Point of Contact:

VTTX broadcast coordinator, Reginald Godfrey, at (202) 880-0544 or by email at [reginald.godfrey@fema.dhs.gov](mailto:reginald.godfrey@fema.dhs.gov). For general inquires, email the Integrated Emergency Management Branch (IEMB) at [FEMA-EMI-IEMB@fema.dhs.gov](mailto:FEMA-EMI-IEMB@fema.dhs.gov)

# TRAINING OPPORTUNITY