



Course: *V-0009A - Virtual Tabletop Exercise Series (VTTX) – Hurricane*

Exercise Date & Location:

March 21, 22, & 23, 2017

April 11, 12, & 13, 2017

Virtual Exercise – Multiple Locations

Note: There are six separate offerings to accommodate as many site applicants as possible.

Exercise Length: Four (4) Hours. Start time is 12:00 P.M. Eastern Standard Time (EST) and end time is 4:00 P.M. EST.

Exercise Description:

This Virtual Tabletop Exercise (VTTX) will focus on a hurricane striking your community, drawing upon historical events and recovery actions. The VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess plans, policies, training, and procedures. This VTTX differs from other tabletop exercises in that it will be conducted using **Video-Teleconference (VTC) technology** (not a web-based program), and provides an opportunity for responders across the Nation to simultaneously participate in a hazard-specific facilitated discussion. The exercise will be led by an EMI facilitator, with local facilitation provided by the participating agency. This format will allow the common delivery of exercise materials, scenarios, modules, and discussion questions among those participating in the exercise.

Exercise Goals:

This virtual exercise will enable the participants to exercise their knowledge, skills, and abilities needed to effectively prevent, protect, and respond to emergency incidents of varying complexities. Overall objectives include:

- 1.) Prepare participants for a hurricane incident affecting their community.
- 2.) Enable participants to better coordinate their response operations with counterparts from State and local governments, Federal agencies, Tribal, private sector organizations, and non-governmental agencies.
- 3.) Provide a virtual, experiential education environment to exercise and enhance critical response and recovery tasks.

This delivery method will allow participating communities to share real-time incident related preparation, response, and recovery concerns and solutions with all participants.

Target Audience:

The VTTX program is designed for a “community-based” group of at least 10 or more personnel from local or State emergency management organizations. Representation from all Emergency Management disciplines - public safety, public works, public health, health care, government, administrative, communications, military, private sector, non-governmental, critical stress professionals and other “whole-community” partners involved in a hurricane incident response and recovery are recommended.

Other organizations invited include National Voluntary Organizations active in Disasters, Information Technology, Corporate and Public Safety, Legal, Communications, and other personnel involved in incident response, as appropriate.

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Exercise Design:

This VTTX is designed to engage the participants in a no-fault hazard-specific exercise discussion. Facilitation will occur via VTC from the EMI campus and will be complimented by a dedicated local agency facilitator at each VTC site.

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.

The VTTX will consist of:

- Three discussion modules.
- Local discussion with guided questions facilitated by an on-site facilitator.
- Brief-outs from each participating location after each module.

To Apply:

Locations interested in participating in the VTTX series should submit an email request to participate in the exercise to Doug Kahn at douglas.kahn@fema.dhs.gov, phone (301) 447-7645, with preferred date of participation. Your email is your program application. When applying, please provide a central point of contact for your organization to work all VTTX issues. Each location will receive a notice from EMI and will be provided with relevant logistical information and exercise materials to set up and facilitate the exercise locally.

The FEMA Form 119-25-2 is not required to be submitted until the VTTX is completed. With your request, cc in your email: the Integrated Emergency Management Branch office at fema-emi-iemb@fema.dhs.gov or call 301-447-1381.

Participation Requirements:

The VTTX will be limited to approximately 10-15 locations per broadcast. Participating locations must have an appropriate site equipped with VTC capability (this is not an Adobe Connect® session) that can access the Federal Emergency Management Agency (FEMA) VTC site (connection information will be provided by EMI). Participating locations will be responsible for local exercise logistics, and should designate an

exercise coordinator to implement the logistical requirements for the exercise. In addition, the location must provide a person capable of facilitating the on-site portion of the exercise. Electronic copies of the related exercise materials (Exercise and Coordination Facilitation Guide, Situation Manual, agenda, etc.) will be provided in advance by EMI.

How do I obtain my FEMA SID number?

Step 1: To register, go to

<https://cdp.dhs.gov/femasid>

Step 2: Click on the “Register for a FEMA SID” button on screen.

Step 3: Follow the instructions and provide the necessary information to create your account.

Step 4: You will receive an email with your SID number. You should save this number in a secure location.

VTTX Program Information:

For a complete listing of all the FY17 VTTX dates and scenarios, please check our homepage at <http://www.training.fema.gov/programs/emivttx.aspx>

EMI Point of Contact:

For additional information, contact the course manager, Douglas Kahn, at (301) 447-7645 or by email at douglas.kahn@fema.dhs.gov.

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