



Course: *V-0001 - Virtual Tabletop Exercise Series (VTTX) – Airport Ebola*

Exercise Date & Location:

February 6, 7, & 8, 2018. Virtual Exercise – Multiple Locations

(Note: There are three separate offerings to accommodate as many site applicants as possible.)

Exercise Length: 4 Hours. Start time is 12:00 P.M. Eastern and end time is 4:00 P.M. Eastern.

Exercise Description:

This exercise will simulate an inbound aircraft with passengers suspected of being exposed to Ebola. This will be based upon real-world events at Newark-Liberty (EWR), Los Angeles International (LAX), John F. Kennedy International (JFK), Las Vegas International (LAS), and other airports worldwide. Those incidents severely tested those airports' quarantine plans and responding agency capacity.

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 is intended to provide an opportunity for responders across the Nation to simultaneously participate in a hazard-specific facilitated discussion. Lead facilitation for the exercise will be coordinated by EMI, 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 apply the knowledge, skills and abilities needed to effectively prevent, protect, and respond to emergency management incidents of varying complexity. Overall objectives include:

- 1.) Assist in the preparation for an inbound flight with passengers suspected of exposure to communicable disease(s).
- 2.) Enable participants to better coordinate the response operations with counterparts from local governments, other State 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 hazardous material focused, incident related preparation, response, and recovery concerns, and solutions with all participants.

Target Audience:

The VTTX program is designed for a "community-based" group (not individual participation) of at least five or more personnel from local or State emergency management organizations with representation from all emergency management disciplines - public safety, public works, public health, health care, government, administrative, communications, military, private sector, non-governmental, and critical stress professionals.

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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.

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 led by an onsite facilitator.
- Back briefs 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](#), phone (301) 447-7645, with preferred date of participation. This link can also be accessed at the following address: douglas.kahn@fema.dhs.gov. Your email is your program application. When applying, please provide a central point of contact from 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](#) or call 301-447-1381. The link can be accessed at the following address: fema-emi-iemb@fema.dhs.gov.

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 onsite 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?

1. To register, go to [Student Identification System](#). This link can also be accessed at the following address: <https://cdp.dhs.gov/femasid>
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.
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 FY18 VTTX dates and scenarios, please check our homepage at [Emergency Management Institute \(EMI\) Virtual Tabletop Exercise \(VTTX\)](#)

This link can also be accessed at the following address:

<http://www.training.fema.gov/programs/emivttx.aspx>

EMI Point of Contact:

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

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