



Course: V-0001 - Virtual Tabletop Exercise Series (VTTX) – Cyber Security Focus

Exercise Date & Location:

April 16, 2019

Virtual Exercise – Multiple Locations

Exercise Length:

4 Hours. Start time is 2:00 P.M. Eastern Standard Time (EST) and end time is 6:00 P.M. EST.

Exercise Description:

This VTTX is designed for organizations interested in raising awareness of cyber risk management, cyber related planning, and other issues related to cyber incident prevention, protection, and response. The scenario will focus on increasingly complex and severe cyber threats, beginning with general information on a potential security risk and culminating with the containment, eradication, and recovery from a cyber-incident. The complexity of this exercise will largely depend on your organization's choice of recommended discussion questions (beginner, intermediate, advanced), based on your audience and general level of cybersecurity preparedness experience.

Scenarios threat vectors may consist of one or several of the following:

- Distributed Denial of Service (DDoS)
- PII breach/data exfiltration
- Wiper Malware
- Phishing/spear phishing
- User error
- Website defacement

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 exercise their knowledge, skills and abilities needed to effectively conduct all-hazards emergency preparedness, response and recovery. Overall objectives include:

1. Prepare participants for a cyber-based event affecting their organization or community.
2. Assess cybersecurity integration into an organization's all-hazards preparedness.
3. Enable participants to better coordinate their response operations with counterparts from Federal, state, local, tribal and territorial governments; private sector organizations; and non-governmental agencies.
4. Examine cybersecurity incident information sharing, escalation criteria, and related courses of action.
5. Provide a virtual, experiential education environment to increase cybersecurity awareness.

This delivery method will allow participating communities to share real-time cyber security focused, incident related preparation, response,

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recovery concerns and solutions with all participants.

Target Audience:

Previous cyber exercises have proven the need for a specific set of key participants in order to achieve exercise objectives. It is **STRONGLY RECOMMENDED** that Cyber VTTX participating organizations include all of the following disciplines: Emergency Management; Information Technology; Public Safety; Legal; Communications & Other government or private sector personnel involved in cyber incident response, as appropriate.

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 or 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 email: 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](https://cdp.dhs.gov/femasid). (<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 FY19 VTTX dates and scenarios, please check our homepage at [Emergency Management Institute \(EMI\) Virtual Tabletop Exercise \(VTTX\)](http://www.training.fema.gov/programs/emivttx.aspx) (<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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