



Course: V-0001 - Virtual Tabletop Exercise Series (VTTX) – Active Threat (College/University Campus with Hostages)

Exercise Date & Location:

September 10, 11 & 12, 2019. 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:

According to the Federal Bureau of Investigation, between 2000 and 2017 there were 250 active shooter incidents in the U.S., 15 where active shooter attacks on university and college campuses, 172 individual shootings since the Virginia Tech murders in 2007. Totaling over 198 injuring and 122 dead. This exercise scenario will detail an active threat (shooter) taking place on a college/university campus, with hostages being held in an on-campus dorm.

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 respond to an active threat taking place on in a college/university setting. Overall objectives include:

1. Assist participants' knowledge, skills, and abilities to effectively conduct emergency response to an on campus Active Threat.
2. Enable participants to better coordinate response operations with counterparts from local governments, 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.

This delivery method will allow participating communities to share real-time, response, recovery, 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

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health, health care, government, administrative, communications, military, private sector, non-governmental, critical stress professionals, and other whole-community partners.

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 on-site 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 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 from your organization to address 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?

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 FY19 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, Douglas Kahn, at (301) 447-7645 or by email at douglas.kahn@fema.dhs.gov.

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