



Emergency Management Institute Virtual Tabletop Exercise Program Fiscal Year 2019

Purpose:

Provide the Fiscal Year (FY) 2019 planned broadcast dates for Virtual Tabletop Exercises (VTTX) in support of FEMA's 2019 - 2020 Principals' Strategic Priorities.

General:

EMI conducts a series of VTTX using a video teleconference (VTC) 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 reviewing a pre-packaged set of exercise materials, then convening for a four-hour tabletop exercise discussion of a simulated disaster scenario with a total of 10-15 individual sites.

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. A VTC system is required for participation; there is no cost for this program.

Exercise Goals:

The two-year NEP cycle is guided by Principals' Strategic Priorities, established by the Principals Committee of the National Security Council and informed by preparedness data from jurisdictions across the nation. These priorities are driven by data through the National Preparedness System, including the National Preparedness Report (NPR), Stakeholder Preparedness Reviews (SPRs), Threat and Hazard Identification and Risk Assessments (THIRAs), After-Action Reports (AARs), and other preparedness data.

The Principals' Strategic Priorities for 2019 – 2020 are:

1. Operational Coordination and Communications
2. Cybersecurity
3. Stabilization and Restoration of Critical Lifelines
4. National Security Emergencies
5. Public Health Emergencies
6. Community Recovery and Economic Resilience
7. Mass Care and Housing
8. Continuity
9. School Safety and Security

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Date	Scenario	Principals' Strategic Priorities
21-May-19	Active Threat (Vehicle As Weapon)	Operational Coordination and Communications
22-May-19	Active Threat (Vehicle As Weapon)	Operational Coordination and Communications
23-May-19	Active Threat (Vehicle As Weapon)	Operational Coordination and Communications
11-Jun-19	Cyber	Cybersecurity
12-Jun-19	Cyber	Cybersecurity
13-Jun-19	Cyber	Cybersecurity
25-Jun-19	Chlorine	Operational Coordination and Communications
26-Jun-19	Chlorine	Operational Coordination and Communications
27-Jun-19	Chlorine	Operational Coordination and Communications
16-Jul-19	IPAWS	National Security Emergencies / School Safety and Security
17-Jul-19	IPAWS	National Security Emergencies / School Safety and Security
18-Jul-19	IPAWS	National Security Emergencies / School Safety and Security
13-Aug-19	Passenger Train Derailment	Stabilization and Restoration of Critical Lifelines / Operational Coordination and Communications
14-Aug-19	Passenger Train Derailment	Stabilization and Restoration of Critical Lifelines / Operational Coordination and Communications
15-Aug-19	Passenger Train Derailment	Stabilization and Restoration of Critical Lifelines / Operational Coordination and Communications
27-Aug-19	Cyber	Cybersecurity
28-Aug-19	Cyber	Cybersecurity
29-Aug-19	Cyber	Cybersecurity
10-Sep-19	Active Threat (Shooter/Hostage - College)	School Safety and Security
11-Sep-19	Active Threat (Shooter/Hostage - College)	School Safety and Security
12-Sep-19	Active Threat (Shooter/Hostage - College)	School Safety and Security

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

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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 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, 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 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). 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.

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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/emivtttx.aspx). This link can also be accessed at the following address: <http://www.training.fema.gov/programs/emivtttx.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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