



### **Course: V-0001 - Virtual Tabletop Exercise Series (VTTX) – Reunification after Disaster**

#### **Exercise Date & Location:**

November 12, 13, & 14, 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:**

Reunifying unaccompanied minors and separated or missing children with their parents or legal guardians in the aftermath of a disaster is a priority. Accomplishing this goal requires the efficient, coordinated use of resources and efforts from across the whole community at the local, State, regional, and national levels. By understanding approaches to reunification from across the whole community, jurisdictions will be able to further develop and enhance the reunification elements of their emergency preparedness plans.

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 tabletop exercise was created to support overall reunification processes and procedures by establishing a fundamental baseline, assisting in identifying the roles of lead and supporting agencies and organizations, and serving as a tool to enhance reunification elements of existent emergency preparedness plans and/or help guide the development of new all-hazards reunification plan updates, elements and procedures.

#### **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 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.

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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](mailto: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](mailto: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](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 FY20 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 Integrated Emergency Management Branch at 301-447-1381 or email: [fema-emi-iemb@fema.dhs.gov](mailto:fema-emi-iemb@fema.dhs.gov) or the broadcast coordinator, Doug Kahn at 301-447-7645 or by email at [douglas.kahn@fema.dhs.gov](mailto:douglas.kahn@fema.dhs.gov).

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