



## Emergency Management Institute Virtual Tabletop Exercise Program Fiscal Year 2021

### Purpose:

Provide the Fiscal Year (FY) 2021 planned broadcast dates for Virtual Tabletop Exercises (VTTXs) in support of FEMA's 2021-2022 Principals' Strategic Priorities.

### General:

EML conducts a series of VTTXs using a web-conferencing 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 4-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. There is no cost for this program.

### Exercise Goals:

The VTTXs enable the participants to exercise their knowledge, skills, and abilities to conduct prevention, protection, mitigation, response, and recovery actions.

1. Prepare participants for a disastrous event affecting their organization or community using a distinct VTTX scenario.
2. Enable participants to better coordinate their operations with counterparts from Federal, state, local, tribal, and territorial governments; private sector organizations; and non-governmental agencies.
3. Provide a virtual and experiential education environment.

Course Date	Scenario	Principals' Objective	Course	Title
March 23-25, 2021	Flood	Operational Coordination and Communications	V0001	VTTX
April 6-8, 2021	Hurricane	Operational Coordination and Communications	V0001	VTTX
April 20-22, 2021	Cyber	Cybersecurity	V0001	VTTX
May 4-6, 2021	Agriculture	Stabilization and Restoration of Community Lifelines	V0001	VTTX
May 18-20, 2021	Dam Failure	National Security Emergencies and Catastrophic Incidents	V0001	VTTX
June 15-17, 2021	Cyber	Cybersecurity	V0001	VTTX
July 13-15, 2021	Active Threat - Vehicle	National Security Emergencies and Catastrophic Incidents	V0001	VTTX
August 10-12, 2021	Active Threat - School	School Safety and Security	V0001	VTTX
August 24-26, 2021	Bakken Oil	Operational Coordination and Communications	V0001	VTTX
Sep 14-16, 2021	Chlorine	Operational Coordination and Communications	V0001	VTTX

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**Target Audience:**

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

**Exercise Design:**

This VTTX is designed to engage the participants in a no fault, hazard-specific exercise discussion. Facilitation will occur via web-conferencing tool from the EMI campus and will be complemented by a dedicated local agency facilitator at each 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

VTTXs support Principals’ Strategic Priorities, which are priorities set by the Principals Committee of the National Security Council that drive each 2-year cycle of the National Exercise Program.

The Principals’ Strategic Priorities for 2021–2022 are:

1. Continuity of Essential Functions
2. Cybersecurity
3. Economic Recovery and Resilience
4. National Security Emergencies and Catastrophic Incidents
5. Operational Coordination and Communications
6. Public Health and Healthcare Emergencies
7. Sheltering and Housing Solutions
8. Stabilization and Restoration of Community Lifelines
9. School Safety and Security

**To Apply:**

Locations interested in participating in the VTTX series should submit an email request to participate in the exercise to the Integrated Emergency Management Branch or call 301-447-1381 email: [fema-emi-iemb@fema.dhs.gov](mailto:fema-emi-iemb@fema.dhs.gov) and Doug Kahn, [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 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.

**Participation Requirements:**

The VTTX will be limited to approximately 10-15 locations per broadcast. 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.

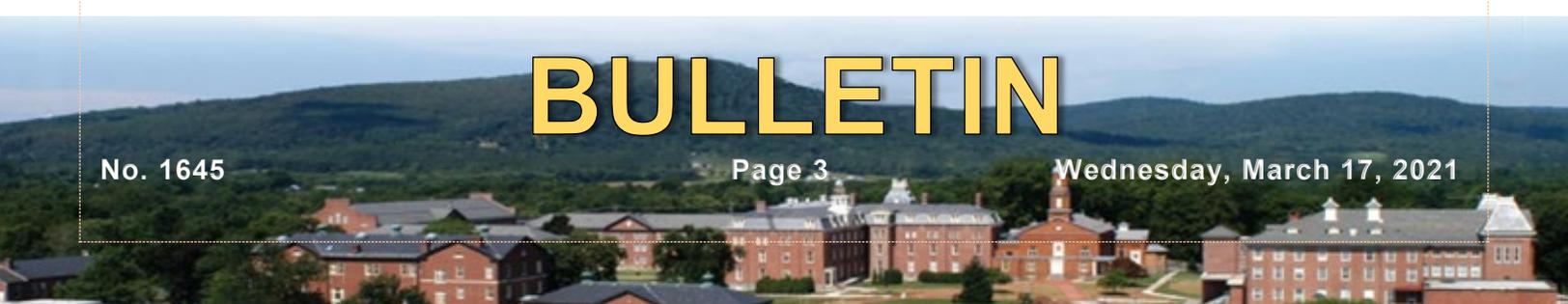
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**VTTX Program Information:**

For a complete listing of all the FY21 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 or call 301-447-1381 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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