



Virtual Tabletop Exercise Program Fiscal Year 2023

Purpose:

Provide the Fiscal Year (FY) 2023 planned broadcast dates for Virtual Tabletop Exercises (VTTX).

General:

EMI conducts a series of VTTX using a virtual 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 (CoP) reviewing a pre-packaged set of exercise materials and convening for a 4-hour tabletop exercise discussion of a simulated disaster scenario with a total of 10–15 other CoP groups participating.

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. An internet connection is required to take part, and it will be broadcasted using Zoom; there is no cost for this program.

Exercise Goals:

The National Exercise Program (NEP) is a 2-year cycle of selected exercises across the Nation that examines and validates capabilities in all Preparedness mission areas: Prevention, Protection, Mitigation, Response, and Recovery.

Course Date	Scenario
Mar 7–9, 2023	Public Health - Burn MCI
Mar 21–23, 2023	IPAWS HazMat Event
Apr 4–6, 2023	Train Derailment - Pass Train
Apr 18–20, 2023	Tornado
May 2–4, 2023	Cyber
May 16–18, 2023	Hurricane COOP
Jun 13–15, 2023	IPAWS Hurricane
Jul 18–20, 2023	Wildfire Urban Interface (WUI)
Aug 8–10, 2023	Cyber
Aug 29–31, 2023	Active Threat (Shooter) - School
Sept 12–14, 2023	IPAWS MCI Terrorist Event

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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 Federal, State, local, tribal, and territorial (SLTT), Corporate/Industrial, Higher Learning/education-based facilities or Voluntary Organizations Active in Disaster (VOAD) emergency management organizations with representation from 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 online from the EMI and will need to be complemented by a dedicated local agency facilitator at each participating site. The participating location must provide a person capable of facilitating the onsite portion of this discussion-based exercise.

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:

- Two to three discussion modules
- Local discussion with guided questions led by an onsite facilitator
- Back-briefs from each participating location after each module
- 10–15 participating locations (agencies) per broadcast

How 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 at FEMA-EMI-IEMB@fema.dhs.gov, or call (301) 447-1381 with your preferred date of participation. When applying, please provide a central point of contact from your organization to work all VTTX issues. Upon receipt from EMI, the central POC will be contacted with the approved participation date. Note: The VTTX runs each day of the offering from 12 p.m. to 4 p.m. Eastern Time. You only need to choose ONE date of the offering; however, please provide an alternate date as well.

One week prior to the exercise, exercise materials (Exercise and Coordination Facilitation Guide, Situation Manual, agenda, etc.) and NETC admissions information will be forwarded to the POC, who will be responsible for forwarding these materials to the participants.

Notice to Applicants for EMI Courses:

Individuals applying for EMI classes will be required to register using the online admissions system. A FEMA Student Identification (SID) number will be required. Detailed instructions on how to access and complete the online admissions system will be provided with the written exercise materials.

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.

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Request for Accommodation:

If you require a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make request NLT 15 days prior to VTTX offering. When making any requests, please provide details on the accommodation; however, **DO NOT** include medical or other personal information that is protected under the Privacy Act of 1974 or the Health Information Privacy Protection Act (45 CFR Part 160 Subparts A and E of Part 164). Last-minute requests will be accepted; however, they may not be possible to fulfill. Please send these requests to DHS/FEMA/EMI/Integrated Emergency Management Branch (IEMB) at FEMA-EMI-IEMB@fema.dhs.gov.

Point of Contact:

For all inquiries, email DHS/FEMA/EMI/Integrated Emergency Management Branch (IEMB) at FEMA-EMI-IEMB@fema.dhs.gov or call (301) 447-1381.

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