

EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

Course: V-0029 - Virtual Tabletop Exercise Series (VTTX) – Recovery after Disaster Strikes

Exercise Date & Location:

September 8, 9 & 10, 2015, Virtual Exercise – Multiple Locations

(Note: Three separate offerings to accommodate as many site applicants as possible)

Exercise Length: 4 Hours. Start time is 12:00 P.M. Eastern Standard Time (EST) and end time is 4:00 P.M. EST.

Exercise Description:

This Virtual Tabletop Exercises (VTTX) will focus on recovery actions after a disaster has struck your community. The discussions will focus on 30 days, and 8 months after the disaster strikes along with familiarization of required Federal Emergency Management Agency (FEMA) recovery documentation.

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 web-based), 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 Goal:

This virtual exercise will enable the participants to exercise their knowledge, skills, and abilities needed to effectively conduct all-hazards emergency preparedness, response and recovery. Overall goals include:

- 1.) Prepare participants for recovery actions that will affect their community.
- 2.) Enable participants to better coordinate their response operations with counterparts from local governments, other State governments, Federal agencies, private sector organizations, and non-governmental agencies.
- 3.) Use VTC technology to reach remote sites.
- 4.) Provide a virtual, experiential education environment to exercise and enhance critical recovery tasks.
- 5.) Provide a no cost exercise tool for agency use.
- 6.) Build networking opportunities with local, state and Federal agencies.
- 7.) Identify additional recovery training opportunities through FEMA

This delivery method will allow participating communities to identify incident recovery concerns and solutions with all participants.

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Target Audience:

The VTTX program is designed for a “community-based” group (not individual participation) of at least 10 or more personnel from local or state emergency management organizations with representation from all Emergency Management disciplines - public safety, public works, finance, public health, health care, government, administrative, communications, military, private sector, non-governmental and other whole community partners involved in recovery actions.

Exercise Design

This VTTX is designed to engage the participants in a no-fault, hazard-specific exercise discussion. The lead facilitation will occur via VTC from the EMI campus, and will be complimented by a dedicated local agency facilitator at each VTC site. Each VTC situation manual can be customized to fit your agency, location, date and needs.

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:

- A hazard awareness briefing on the scenario hazard.
- Three discussion modules presented by the EMI facilitator.
- Local discussion with guided questions facilitated by an on-site facilitator.
- Brief-outs from each participating location after each module.

Participation Requirements:

The VTTX will be limited to approximately 10 locations per exercise. Participants must have an appropriate site equipped with VTC capability (not web-based) that can access the 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 exercise. Electronic copies of the related exercise materials (Exercise and Coordination Facilitation Guide, Situation Manual, agenda, etc.) will be provided in advance by EMI.

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. Your email is your program application, advise which you're primary and alternate date choice. 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.

VTTX Program Information:

For a complete listing of all the FY15 VTTX dates and scenarios please check our homepage at: <http://www.training.fema.gov/Programs/emiVTTX.aspx>

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