

# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

## **Course: V-0033 - Virtual Tabletop Exercise Series (VTTX) – Public Health-focused Pandemic Influenza Scenario**

**Exercise Dates:** April 19 & 20, 2016 (Note: only two offerings)

**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:**

In collaboration with the Centers for Disease Control and Prevention (CDC), this exercise is a specially designed Virtual Tabletop Exercise (VTTX) which will specifically focus on the impacts of a novel influenza virus on the public health community. 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 they will be conducted using **Video-Teleconference (VTC) technology** (not Adobe Connect® or Face Time© based), and are intended to provide an opportunity for responders across the Nation to simultaneously participate in a hazard-specific facilitated discussion. EMI and CDC will co-lead them, 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.

### **Benefit to the Emergency Management Community:**

The Public Health-focused VTTX is a pre-packaged set of exercise materials requiring reduced effort by participating organizations. The delivery method will allow participating communities to share real-time public-health incident related preparation, response and recovery concerns, and solutions with all participants providing a unique environment for learning lessons and sharing information.

### **Exercise Goals:**

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 pandemic influenza specific exercise goals and objectives for the exercise participants include:

- Review current policies and plans for issues that may affect the community during a severe influenza pandemic.
- Strengthen the existing emergency response structure within state/local/public/private/tribal organizations and address the challenges posed by a pandemic.
- Assess and determine how affected organizations will coordinate their pandemic response activities with their community/business/operational partners.
- Identify gaps and issues to be addressed within the participant organization's pandemic plans.

This delivery method will allow participating communities to share pandemic influenza scenario-related preparation, response, and 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, state, volunteer, tribal or Federal public health, health care, assisted living facilities and emergency management organizations with representation from all Emergency Management disciplines - public safety, public works, government, administrative, communications, military, private sector, non-governmental, and other whole community partners involved in a public health-based pandemic influenza response and recovery.

### Exercise Design

This VTTX is designed to engage the participants in a no fault hazard-specific exercise discussion. Co-lead facilitation will occur via VTC from the EMI campus and CDC Atlanta, and will be complimented by a dedicated local agency facilitator at each VTC site. In addition, all of the offerings will have a CDC panel of experts engaged in the exercise able to discuss specific public health issues.

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 lead CDC 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 10-15 locations per broadcast. Participants 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.

### 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 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 office at [fema-emi-iemb@fema.dhs.gov](mailto:fema-emi-iemb@fema.dhs.gov) or call 301-447-1381.

### VTTX Program Information:

For a complete listing of all the FY16 VTTX dates and scenarios please check our homepage at:

<http://www.training.fema.gov/programs/emivttx.aspx>

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