



Emergency Management Institute Virtual Tabletop Exercise Program Fiscal Year 2017 **OPEN ENROLLMENT STARTS ON SEPTEMBER 1, 2016**

Purpose: Provide the planned dates and scenarios of the Fiscal Year (FY) 2017, Virtual Tabletop Exercise (VTTX) program to the emergency management community of practice.

Background: The VTTX is a series of discussion-based exercises offered by the Emergency Management Institute (EMI). In FY 2016, the VTTX program collaborated with over 400 community-based groups to train over 5,000 participants through these four-hour training events.

General: EMI conducts a series of VTTXs using a video teleconference (VTC) 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 four-hour tabletop exercise discussing a simulated disaster scenario with a total of 10-15 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 facing a similar situation. A VTC system is required for participation. 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.

Exercise Design:

VTTXs are 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.

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. Local agencies can adjust generic questions/objectives into SMART objectives for self-evaluation, using HSEEP Exercise Evaluation Guides.

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FY 2017 Dates and Scenarios:

Month	Dates	Scenario	VTTX #
October	25, 26, & 27	Public Health #1	V0033A
November	8, 9 & 10	Winter Storm	V0002
	29 & 30	Long Term Power Outage	V0027
December	1	Long Term Power Outage	V0027
	6, 7 & 8	Active Shooter - College	V0025A
	12, 13 & 14	Active Shooter - Mall	V0025B
January	24, 25 & 26	Cyber	V0015A
February	7, 8 & 9	Haz Mat-Gas Transport	V0031
	21, 22 & 23	Tornado	V0005A
March	7, 8 & 9	Tornado	V0005B
	21, 22 & 23	Hurricane	V0009A
April	11, 12 & 13	Hurricane	V0009B
	25, 26 & 27	Cyber	V0015B
May	9, 10 & 11	Public Health #2	V0033B
	23, 24 & 25	Flood	V0007
June	6, 7 & 8	Agriculture Incident	V0026
	20, 21 & 22	Earthquake	V0001A
July	11, 12 & 13	Chlorine	V0035
August	22, 23 & 24	Cyber	V0015
September	5, 6 & 7	Chlorine	V0035
	19, 20 & 21	Earthquake	V0001B

Participation Requirements:

The VTTX will be limited to approximately 10-15 locations per exercise. Participants must have an appropriate site equipped with VTC capability (not web-based) 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 exercise. Electronic copies of the related exercise materials (Situation Manual) 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 Douglas Kahn at 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-imb@fema.dhs.gov or call 301-447-1381.

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