



Emergency Management Institute Virtual Tabletop Exercise Program 1st Quarter Fiscal Year 2018 (October, November, December 2017)

Purpose: Provide the 1st Quarter Fiscal Year (FY) 2018 planned broadcast dates for Virtual Tabletop Exercises (VTTX) in support of the 2017-2018 seven Principal Objectives.

General: EMI conducts a series of VTTX 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 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. A VTC system is required for participation; there is no cost for this program.

Exercise Goals: All National Exercise Program training events must support one or more of the Principal Objectives. The Principal Objectives are high-level strategic goals based on national preparedness priorities across the homeland security enterprise. The seven Principal Objectives for 2017-2018 are:

1. **Intelligence and Information Sharing:** Examine and validate core capabilities and processes to rapidly exchange and analyze appropriate classified and unclassified information among federal, state, local, tribal, territorial, private sector and international partners prior to and during an incident that threatens the security of the nation.
2. **Non-Stafford Act Incidents:** Examine the ability of departments and agencies to prepare for, respond to, and recover from incidents where a Stafford Act declaration is not likely, by identifying and validating appropriate authorities, roles, responsibilities, resources, and organizational and operational structures.
3. **Complex Terrorist Attacks:** Examine the ability of federal, state, local, tribal, and territorial jurisdictions to respond to complex terrorist attacks with a focus on integrated response planning among law enforcement, medical services, emergency management, and other whole community stakeholders.
4. **Cyber Coordination:** Examine the implementation of national policy, frameworks, and guidance for whole community stakeholders on relevant authorities, plans, procedures, and available resources for cyber incident coordination.

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5. **Recovery Coordination:** Demonstrate the ability of the whole community, especially state, territorial, tribal, and local governments, to perform effective recovery coordination and planning in parallel with response operations to achieve long-term community recovery objectives.
6. **Infectious Disease and Biological Incidents:** Examine the ability of federal, state, local, tribal, and territorial jurisdictions to respond to infectious disease pandemics and biological incidents.
7. **Catastrophic Incidents:** Examine the ability of the whole community to deliver life-saving and life-sustaining capabilities to survivors following a catastrophic incident that severely affects communities and critical infrastructure.

Course Date	Principals Objective	Scenario	Course
17-Oct-17	Recovery Coordination/Non-Stafford Act Incidents	COOP	V0001
18-Oct-17	Recovery Coordination/Non-Stafford Act Incidents	COOP	V0001
19-Oct-17	Recovery Coordination/Non-Stafford Act Incidents	COOP	V0001
24-Oct-17	Catastrophic Incidents	Dam Failure	V0001
25-Oct-17	Catastrophic Incidents	Dam Failure	V0001
26-Oct-17	Catastrophic Incidents	Dam Failure	V0001
7-Nov-17	Complex Terrorist Attacks/Non-Stafford Act Incidents	Workplace Active Shooter	V0001
8-Nov-17	Complex Terrorist Attacks/Non-Stafford Act Incidents	Workplace Active Shooter	V0001
9-Nov-17	Complex Terrorist Attacks/Non-Stafford Act Incidents	Workplace Active Shooter	V0001
5-Dec-17	Intelligence and Information Sharing	Civil Unrest	V0001
6-Dec-17	Intelligence and Information Sharing	Civil Unrest	V0001
7-Dec-17	Intelligence and Information Sharing	Civil Unrest	V0001
12-Dec-17	Cyber Coordination	CYBER	V0001
13-Dec-17	Cyber Coordination	CYBER	V0001
14-Dec-17	Cyber Coordination	CYBER	V0001

Exercise Design:

VTTX 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.

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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.

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-iemb@fema.dhs.gov or call 301-447-1381.

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