



### Course: *V-0001 - Virtual Tabletop Exercise Series (VTTX) – Agricultural - Crop Decimation*

**Exercise Date & Location:**

January, 29, 30, & 31, 2019 Virtual Exercise –  
Multiple Locations

**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  
simulate an agriculture disaster that will disrupt  
harvesting and farming on both large and small  
scales. This exercise was written in conjunction  
with the Extension Disaster Education Network  
(EDEN).

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 a web-based program), 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 Goals:**

This virtual exercise will enable the participants to  
exercise their knowledge, skills and abilities  
needed to effectively conduct all-hazards

emergency preparedness and recovery. Overall  
objectives include:

1. Prepare participants' agencies to mitigate,  
respond and recovery with agricultural  
events.
2. Enable participants to better coordinate  
their preparation and response operations  
with counterparts from local governments,  
State governments, Federal agencies,  
tribal, private sector organizations, and  
non-governmental agencies.
3. Provide a virtual, experiential education  
environment to exercise and enhance  
agricultural planning steps.

**Target Audience:**

The VTTX program is designed for a “community-  
based” group (not individual participation) of at  
least 5 or more personnel from local or State  
emergency management organizations with  
representation from all Emergency Management  
disciplines - public safety, public works, public  
health, health care, government, administrative,  
communications, military, private sector, non-  
governmental, critical stress professionals and  
other whole community partners.

Other organizations invited include National  
Voluntary Organizations Active in Disasters,  
Information Technology; Corporate and Public  
Safety; Legal; Communications and other  
personnel involved in incident response, as  
appropriate.

**Exercise Design:**

This VTTX is designed to engage the participants  
in a no fault hazard-specific exercise discussion.

# TRAINING OPPORTUNITY

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.

The VTTX will consist of:

- Three discussion modules
- Local discussion with guided questions facilitated by an on-site facilitator
- Brief-outs from each participating location after each module

### To Apply:

Locations interested in participating in the VTTX series should submit an email request to participate in the exercise to [Doug Kahn](#), phone (301) 447-7645, with preferred date of participation. This link can also be accessed at the following email address: [douglas.kahn@fema.dhs.gov](mailto:douglas.kahn@fema.dhs.gov). 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](#) or call 301-447-1381 email: [fema-emi-iemb@fema.dhs.gov](mailto:fema-emi-iemb@fema.dhs.gov)

### Participation Requirements:

The VTTX will be limited to approximately 10-15 locations per broadcast. Participating locations 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 onsite 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.

### How do I obtain my FEMA SID number?

1. To register, go to [Student Identification System](#). This link can also be accessed at the following address: <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.

### VTTX Program Information:

For a complete listing of all the FY19 VTTX dates and scenarios, please check our homepage at [Emergency Management Institute \(EMI\) Virtual Tabletop Exercise \(VTTX\)](#). This link can also be accessed at the following address: <http://www.training.fema.gov/programs/emivttx.aspx>

### EMI Point of Contact:

For additional information, contact the course manager, [Douglas Kahn](#), at (301) 447-7645 or by email at [douglas.kahn@fema.dhs.gov](mailto:douglas.kahn@fema.dhs.gov).

# TRAINING OPPORTUNITY