



V-0001 - Virtual Tabletop Exercise Series (VTTX) – Continuity of Operations from Hurricane

Exercise Date & Location:

March 24, 25 & 26, 2020 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 a disaster that will disrupt businesses, so that a continuity plan can be put into operation. Continuity plans are essential to help identify critical functions and develop preventative measures to continue functions should disruption occur due to natural or man-made disasters.

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 implement Continuity of Operations (COOP) plans after an incident occurs which will affect their businesses and community.
2. Enable participants to better coordinate their response operations with counterparts from local governments, other state governments, Federal agencies, tribal, private sector organizations, and non-governmental agencies.
3. Provide a virtual, experiential education environment to exercise and enhance COOP planning.

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 & 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.

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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](mailto:douglas.kahn@fema.dhs.gov) (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.

With your request, cc in your email the [Integrated Emergency Management Branch](#) or call 301-447-1381 email: 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](https://cdp.dhs.gov/femasid) (<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 FY20 VTTX dates and scenarios, please check our homepage at [Emergency Management Institute \(EMI\) Virtual Tabletop Exercise \(VTTX\)](http://www.training.fema.gov/programs/emivttx.aspx) (<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.

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