



Virtual Tabletop Exercise Program Fiscal Year 2024

General:

EMI conducts a series of VTTX using a virtual 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 and convening for a 4-hour tabletop exercise discussion of a simulated disaster scenario with a total of 10–15 other Community of Practice groups participating.

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. An internet connection is required to take part and will be broadcasted using Zoom; there is no cost for this program.

Course Dates:

This training opportunity is covering the first half of the fiscal year; the second half will be covered in a training announcement later in the year.

Course Date	Scenario
Oct 10–12, 2023	Severe Weather (High Winds)
Oct 24–26, 2023	HazMat (Chlorine)
Nov 7–9, 2023	River Flooding
Nov 21–23, 2023	IPAWS (Bridge/Structure Collapse)
Dec 5–7, 2023	Cybersecurity
Jan 9–11, 2024	Family Reunification (Tornado)

Course Date	Scenario
Jan 23–25, 2024	Large-Scale Power Outage
Feb 6–8, 2024	Mass Gathering Incident
Feb 20–22, 2024	Flash Flooding
Mar 5–7, 2024	IPAWS (Wildfire)
Mar 19–21, 2024	Active Threat (Shooter – Mall)

Target Audience:

The VTTX program is designed for a “community-based” group (not individual participation) of at least five or more personnel from Federal, state, local, tribal, and territorial (FSLTT) emergency management organizations, private sector organizations, higher learning/education-based facilities, healthcare organizations, or Voluntary Organizations Active in Disaster (VOAD).

Exercise Design:

This VTTX is designed to engage the participants in a no-fault, hazard-specific exercise discussion. Facilitation of the exercise will occur via an online platform from EMI and will need to be complemented by a dedicated local agency facilitator at each participating site. The participating location must provide a person capable of facilitating the onsite portion of this discussion-based exercise.

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.

TRAINING OPPORTUNITY

The VTTX will consist of:

- Three discussion modules
- Local discussion with guided questions led by an onsite facilitator
- Plenary brief-outs from each participating location after each module
- 10–15 participating locations (agencies) per broadcast

How to Apply:

Locations interested in participating in the VTTX series should submit an email request to participate in the exercise to the Integrated Emergency Management Branch at fema-emi-iemb@fema.dhs.gov and Reginald Godfrey, reginald.godfrey@fema.dhs.gov, cellphone (202) 880-0544, with your preferred date of participation. When applying, please provide a central point of contact from your organization to work all VTTX issues. Upon receipt from EMI, the central POC will be contacted with the approved participation date.

One week prior to the exercise, exercise materials (Exercise and Coordination Facilitation Guide, Situation Manual, agenda, etc.) and NETC admissions information will be forwarded to the POC, who will be responsible for forwarding these materials to the participants.

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.

Request for Accommodation:

If you require a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make the request NLT 15 days prior to the class start date. When making any requests, please provide details on the accommodation; however, DO NOT include medical or other personal information that is protected under the Privacy Act of 1974 or the Health Information Privacy Protection Act (45 CFR Part 160 Subparts A and E of Part 164). Last-minute requests will be

accepted; however, they may not be possible to fulfill. Please email these requests to fema-emi-iemb@fema.dhs.gov.

Point of Contact:

Broadcast Coordinator, Reginald Godfrey at (202) 880-0544 or by email at reginald.godfrey@fema.dhs.gov. For general inquiries, email DHS/FEMA/EMI/Integrated Emergency Management Branch (IEMB) FEMA-EMI-IEMB@fema.dhs.gov.

TRAINING OPPORTUNITY