

EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

Course: V-0017 - Virtual Tabletop Exercise Series (VTTX) – Stadium/Arena Focus

Exercise Date & Location:

Same scenario with three separate offerings on **July 21 (Monday), July 22 (Tuesday), and July 23 (Wednesday), 2014.**

Multiple Locations determined by the Communities that apply. Once all applications are received, we will determine a Whole Community site slate for each date.

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 event is part of the fiscal year 2014 (FY 14) series of Virtual Tabletop Exercises (VTTX) that will be offered monthly by the Emergency Management Institute (EMI). The VTTX involves key personnel discussing simulated scenarios in an informal setting, and can be used to assess plans, policies, training, and procedures.

The VTTX differs from other Tabletop exercises in that it will be conducted using **Video-Teleconference (VTC) technology** (not web-based), 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.

New to the VTTX program is the addition of an After-Action Report/Improvement Plan (AAR/IP) template for completion by the participating organization

Training Audience:

The VTTX program is designed for a “community-based” group (not individual participation) of at least 12 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, colleges and universities, non-governmental, and other whole community partners involved in an all hazards focus incident response and recovery.

Benefit to the Emergency Management Community:

The VTTX is a pre-packaged set of exercise materials requiring reduced effort by participating organizations. The innovative delivery method will allow participating communities to share real-time all hazards scenario related preparation, response and recovery concerns, and solutions with all participants providing a unique environment for learning lessons and sharing information.

The situation manual is constructed so each community can modify as required for scale and severity and “personalize” the situation to meet their local training needs. The various communities will have time to discuss within their group common discussion questions and then share information, approaches and perspective with the other group in a brief out session.

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Exercise Goal:

This virtual exercise will enable the participants to exercise their knowledge, skills, and abilities needed to effectively conduct all-hazards emergency preparedness, response and recovery. Overall goals include:

- 1.) Prepare participants for a Cyber scenario affecting their community.
- 2.) Enable participants to better coordinate their response operations with counterparts from local governments, other State governments, Federal agencies, private sector organizations, and non-governmental agencies.
- 3.) Leverage VTC technology to reach remote sites.
- 4.) Provide a virtual, experiential education environment to exercise and enhance critical response and recovery tasks.

This delivery method will allow participating communities to share real-time Cyber scenario related preparation, response, and recovery concerns and solutions with all participants.

Exercise Design:

This VTTX is 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.

The VTTX will consist of:

- A hazard awareness briefing on the scenario hazard.
- Three discussion modules presented by the EMI facilitator.
- Local discussion with guided questions facilitated by an on-site facilitator.
- Brief-outs from each participating location after each module.
- Hot wash conducted at each location after the VTC has ended.
- AAR/IP submission by the participating organization no later than 30 days from the completion of the VTTX event.

Participation Requirements:

The VTTX will be limited to approximately 15 locations per exercise date. 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 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.

To Apply:

Locations interested in participating in the VTTX series should submit an email request to participate in the exercise to Todd Wheeler at Todd.Wheeler@fema.dhs.gov, phone (301) 447-1101. **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 deadline for applying to participate in the exercise is **June 27, 2014.**

VTTX Program Information:

For a complete listing of all the FY 14 VTTX dates and scenarios, select [here](#) or email Todd Wheeler for a copy of the VTTX Information Paper, FAQs, and other program promotional information.

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