

EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

Emergency Management Institute *Virtual Tabletop Exercise Program Fiscal Year 2016* **OPEN ENROLLMENT STARTS ON SEPTEMBER 1, 2015**

Purpose: Provide the planned dates and scenarios of the Fiscal Year (FY) 2016, Virtual Tabletop Exercise (VTTX) program to the Emergency Management Community of Practice.

Background: The VTTX is a series of discussion-based Virtual Tabletop Exercises offered monthly by the Emergency Management Institute (EMI). In FY 2015, the VTTX program partnered with over 400 community-based groups to train over 5,000 participants through these four-hour training events.

General: EMI conducts a series of VTTX using a video teleconference 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 discussing a simulated disaster scenario with a total of 10-15 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 facing a similar situation. A Video Teleconference (VTC) system is required for participation. There is no cost for this program.

Training Audience: The VTTX is limited to 10-15 remote “participating” sites per event due to time constraints. The program also allows for some additional “observation” sites for each event to become familiar with the VTTX process. The VTTX is designed for a community-based group of 10 or more whole community representatives from your local Emergency Management Community of Practice (Federal, tribal, state, local, whole community, business and volunteer groups).

Goals: This virtual tabletop exercise will enable the participants to exercise their knowledge, skills, and abilities needed to effectively conduct all-hazards emergency mitigation, response and recovery.

- 1) Prepare participants for a designated hazard or disaster 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 nongovernmental agencies.
- 3) Provide a virtual, education environment to exercise and enhance critical response and recovery tasks.

Exercise Dates: Monthly events and multiple offerings announced via a separate EMI Training Opportunity.

Exercise Location: Hosted from EMI and connected to remote sites via a FEMA video teleconference bridge.

Exercise Length: 4 Hours. Start time is 12:00 P.M. EST and end time is 4:00 P.M. EST.

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FY2016 Dates and Scenarios:

Month	Dates	Scenario	VTTX #
October	6, 7 & 8	TBD	
	20, 21, & 22	Public Health #1	V0033A
November	3, 4 & 5	Winter Storm	V0002
	17, 18 & 19	Long Term Power Outage	V0027
December	8, 9 & 10	Active Shooter	V0025
	15, 16 & 17	TBD	
January	12, 13 & 14	Active Shooter	V0025
	26, 27 & 28	Public Health #2	V0033B
February	9, 10 & 11	Cyber	V0015
	23, 24 & 25	Tornado	V0005A
March	8, 9 & 10	Tornado	V0005B
	22, 23 & 24	Flood	V0007
April	5, 6 & 7	Hurricane	V0009A
	12, 13 & 14	Hurricane	V0009B
	19, 20 & 21	Public Health #3 Pan Flu	V0023
May	10, 11, & 12	Haz Mat, Bakken Oil	V0031
	17, 18, 19	Public Health Hurricane	V0032
	24, 25 & 26	A/C Crash	V0016
June	7, 8 & 9	Earthquake	V0001A
	21, 22, & 23	Agriculture Incident	V0026
July	12, 13, & 14	Chlorine	V0035
	28 & 29	Public Health #4	V0033C
August	23, 24 & 25	MCI	V0010
September	1 & 2	Public Health #5 City Without Water	V0033D
	13, 14 & 15	CISM	V0036
	20, 21 & 22	Earthquake	V0001B

Participation Requirements: Participants must have an appropriate site equipped with Video Teleconference (VTC) capability that can access the FEMA VTC site (connection information will be provided by the FEMA Video Operations Center). 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 (Exercise and Coordination Facilitation Guide, Situation Manual, etc.) will be provided by EMI 2 weeks prior to exercise date. For additional program data please contact the EMI VTTX Program Manager - Doug Kahn, Phone: 301-447-7645, Email: Douglas.Kahn@fema.dhs.gov

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