



Course: *V-0002 - Virtual Tabletop Exercise Series (VTTX) – Winterstorm*

Exercise Date & Location: November 8, 9, and 10, 2016; Virtual Exercise – Multiple Locations

(Note: Three separate offerings to accommodate as many site applicants as possible)

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:

The VTTX involves your key personnel discussing a simulated winter storm that has taking place in your community. The VTTX can be used to assess plans, policies, training, and procedures. This VTTX differs from other tabletop exercises in that they will be conducted using **Video-Teleconference (VTC) technology** (not Adobe Connect® or Face Time© based), and are intended to provide an opportunity for responders across the Nation to simultaneously participate in a hazard-specific facilitated discussion. EMI will lead 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.

Benefit to the Emergency Management Community:

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

Target Audience:

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

Exercise Design:

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

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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 office at fema-emi-iemb@fema.dhs.gov or call 301-447-1381.

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.

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 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.

How do I obtain my FEMA SID number?

Step 1: To register, go to

<https://cdp.dhs.gov/femasid>

Step 2: Click on the "Register for a FEMA SID" button on screen.

Step 3: Follow the instructions and provide the necessary information to create your account.

Step 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 FY17 VTTX dates and scenarios please check our homepage at:

<http://www.training.fema.gov/programs/emivttx.aspx>

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