



Course: V-0025A - Virtual Tabletop Exercise Series (VTTX) – Active Shooter (College Campus with Hostages)

Exercise Date & Location: December 6, 7, and 8, 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:

This VTTX will simulate an active shooter event in a college/university environment and can be used to assess plans, policies, training, and procedures.

The VTTX differs from other tabletop exercises because it uses **Video-Teleconference (VTC) technology**, not Adobe Connect® or Face Time©. It provides an opportunity for responders across the Nation to simultaneously participate in a hazard-specific facilitated discussion.

EMI will provide a lead exercise facilitator; individual site facilitation will be provided by the participating agency. This format allows the concurrent delivery of exercise materials, scenarios, modules, and discussion questions among those participating in the exercise.

Benefit to the Emergency Management Community:

EMI provides a pre-packaged set of VTTX materials, thus reducing effort from participating organizations. The virtual delivery method allows communities to share real-time incident related preparation, response and recovery concerns, and solutions with all participants. This creates a

unique environment for sharing information and lessons learned.

Target Audience:

The VTTX program is designed for a “community-based” team (not individual participation) of at least 10 or more personnel from State, local, tribal, and volunteer emergency management organizations. Team members should include 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.

Exercise Design:

This VTTX engages participants in a no-fault, hazard-specific exercise discussion. Facilitation occurs via VTC from the EMI campus, complimented by a dedicated local agency facilitator at each VTC site.

The VTTX is supported by an Exercise and Coordination Facilitation Guide, which includes all required logistical information (room layout, connection instructions, etc.), as well as facilitation and “hot wash” debriefing instructions.

The VTTX consists of:

- Three discussion modules.
- Local discussion with guided questions facilitated by an on-site facilitator.
- “Brief-backs” from each participating location after each module.

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VTTX documents may be customized to reflect an agency's physical location. Module questions can also be modified to meet an agency's training needs.

To Apply:

Agency sites interested in the VTTX series should submit an email request for participation in the exercise to Doug Kahn at douglas.kahn@fema.dhs.gov, phone (301) 447-7645, with your preferred date. Your email is your program application. When applying, please provide a central point of contact for your organization to communicate about all VTTX issues. Each location will receive a notice from EMI and 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.

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 (EMI will provide connection information). 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 site 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 the 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 that should be recorded 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>.

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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