



Emergency Management Institute Virtual Tabletop Exercise Program Fiscal Year 2022

Purpose:

Provide the Fiscal Year (FY) 2022 planned broadcast dates for Virtual Tabletop Exercises (VTTX) in support of FEMA's 2021–2022 Principals' Strategic Priorities.

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 (CoP) 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 CoP 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 Adobe Connect; there is no cost for this program.

Exercise Goals:

The National Exercise Program (NEP) is a 2-year cycle of selected exercises across the Nation that examines and validates capabilities in all preparedness mission areas: Prevention, Protection, Mitigation, Response, and Recovery. Each cycle is guided by Principals' Strategic Priorities (PSP) set by the Principals Committee of the National Security Council, which requires the NEP to review the existing PSP every 2 years and prepare recommendations on which priorities to use during the next cycle. NEP cycle priorities for the Principals' consideration are based on preparedness data; lessons from past exercises and real-world incidents; strategy and policy documents; and capability assessments from partners across the Nation.

The 2021–2022 Principals' Strategic Priorities are:

- Cybersecurity
- Economic Recovery and Resilience
- National Security Emergencies and Catastrophic Incidents
- Operational Coordination and Communication
- Public Health and Healthcare Emergencies
- Sheltering and Housing Solutions
- Stabilization and Restoration of Community Lifelines

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Course Dates	Scenario	Principals' Objective
Oct 12-14, 2021	Flood	Operational Coordination & Communication
Oct 26-28, 2021	Cyber	Cybersecurity
Nov 16-18, 2021	Winter Weather	Operational Coordination & Communication
Dec 7-9, 2021	Sports-Focused Scenario	Operational Coordination & Communication
Jan 11-13, 2022	Active Threat (Mall Shooting)	Operational Coordination & Communication
Jan 25-27, 2022	Sports-Focused Scenario	Operational Coordination & Communication
Feb 8-10, 2022	Cyber	Cybersecurity
Feb 22-24, 2022	Sports-Focused Scenario	Operational Coordination & Communication
Mar 8-10, 2022	Earthquake	National Security Emergencies & Catastrophic Incidents
Mar 22-24, 2022	Hurricane - Continuity Focus	National Security Emergencies & Catastrophic Incidents
Apr 12-14, 2022	Public Health	Public Health & Healthcare Emergencies
Apr 19-21, 2022	Family Re-unification - Earthquake	National Security Emergencies & Catastrophic Incidents
May 3-5, 2022	Hurricane	National Security Emergencies & Catastrophic Incidents
May 17-19, 2022	Cyber	Cybersecurity
June 7-9, 2022	Active Threat (Vehicle as Weapon)	Operational Coordination & Communication
July 26-28, 2022	Civil Unrest	National Security Emergencies & Catastrophic Incidents
Aug 22-25, 2022	Active Threat (School Shooter)	Operational Coordination & Communication
Sep 27-29, 2022	Cyber	Cybersecurity

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 (SLTT), Corporate/Industrial, Higher Learning/education-based facilities or Voluntary Organizations Active in Disaster (VOAD) emergency management organizations with representation from emergency management disciplines - public safety, public works, public health, health care, government, administrative, communications, military, private sector, non-governmental, and critical stress professionals.

Exercise Design:

This VTTX is designed to engage the participants in a no fault, hazard-specific exercise discussion. Facilitation will occur online from the 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.

The VTTX will consist of:

- Three discussion modules.
- Local discussion with guided questions led by an onsite facilitator.
- Back-briefs from each participating location after each module.
- 10-15 participating locations (agencies) per broadcast.

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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 or call 301-447-1381 email: fema-emi-iemb@fema.dhs.gov and Douglas Kahn, douglas.kahn@fema.dhs.gov, phone (301) 447-7645, 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.

Two weeks 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.

Notice to Applicants for EMI courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number.

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.

Point of Contact:

DHS/FEMA/EMI/Integrated Emergency Management Branch (IEMB) FEMA-EMI-IEMB@fema.dhs.gov, or the broadcast coordinator, Douglas Kahn, at (301) 447-7645 or by email at douglas.kahn@fema.dhs.gov.

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