Winter 2019 Regional Tabletop Exercise
Anticipated Host Institutions Specifications and Logistics

The U.S. Department of Homeland Security (DHS) is now seeking a partner college or university to serve as the host institution for the winter 2019 RTTX, anticipated to be held in February 2019. Final event date will be dependent on host institutions schedule and availability.

The winter 2019 RTTX will be a one-day event, with 120 attendees, that will include a tabletop exercise, a learning session, and an after-action session.

Working in coordination with the DHS Office of Academic Engagement, a host institution serves as the venue for the event, supporting the event in terms of space, technology, and other logistical requirements. Host institution specifications are below.

Host Institution Suggested Venue Requirements

Quantity	Description	Use	Need
1	Venue, Single Large Room	Tabletop Exercise	Required
12-15	Round Tables	Tabletop Exercise	Required
130-150	Chairs	Tabletop Exercise	Required
1	Podium	Tabletop Exercise	Required
1	Podium Microphone	Tabletop Exercise	Required
1-2	Handheld Microphones	Tabletop Exercise	Required
1	Lapel Microphone	Tabletop Exercise	Required
1-2	Speakers/Sound System Setups	Tabletop Exercise	Required
2-3	Projection Setups (Screens, Projectors, Cabling)	Tabletop Exercise	Required
2-3	Power Access (Extension Cord, Power Strip)	Tabletop Exercise	Required
Access	Wireless Internet/Wi-Fi	Tabletop Exercise	Required
Access	Hardline Internet	Tabletop Exercise	Desired
1	Webcast Capability (Cameras, Microphones)	Tabletop Exercise	Desired
1	Venue, Check-In/Arrival Space	On-Site Check-In	Required
3-5	Tables	On-Site Check-In	Required
10-20	Chairs	On-Site Check-In	Required
Access	Wireless Internet/Wi-Fi	On-Site Check-In	Required
1-2	Power Access (Extension Cord, Power Strip)	On-Site Check-In	Required
1-2	Coat Rack or Check	On-Site Check-In	Required
1	Venue, Refreshment Space	Event Operations	Required
1-2	On-Site Food Café or Vendor for Meal Purchase	Event Operations	Desired
2-3	Tables for Refreshments	Event Operations	Required
1 Day	Refreshments (Water, Coffee, Tea)	Event Operations	Required
1 Day	Refreshments (Pastries, Snacks)	Event Operations	Desired
Access	On-Site Refrigeration	Event Operations	Desired
1 Day	Access Free or Reduced-Cost Parking	Event Operations	Desired
N/A	Access to Public Transportation	Event Operations	Desired
N/A	All Venues in same Building/Location	Event Operations	Required
N/A	No Cost/Charge for Venue	Event Operations	Required

Host Institution Selection Application Information

All qualified institutions may apply, but DHS is primarily seeking a host institution from one of the following U.S. regions: **Southeast, Southwest, or Pacific Coast.**

Interested potential host institutions should apply here. Applications must be submitted by **5:00 P.M. EST on Wednesday, October 3, 2018.**

Host institution application will request information such as name of institution, location of institution, primary point of contact, confirmation of ability to provide required venue needs, and potential event and scenario topics of interest.

Event and scenario topics should align with DHS core missions of: (1) Prevent terrorism and enhancing security; (2) Secure and manage our borders; (3) Enforce and administer our immigration laws; (4) Safeguard and secure cyberspace; and (5) Ensure resilience to disasters.
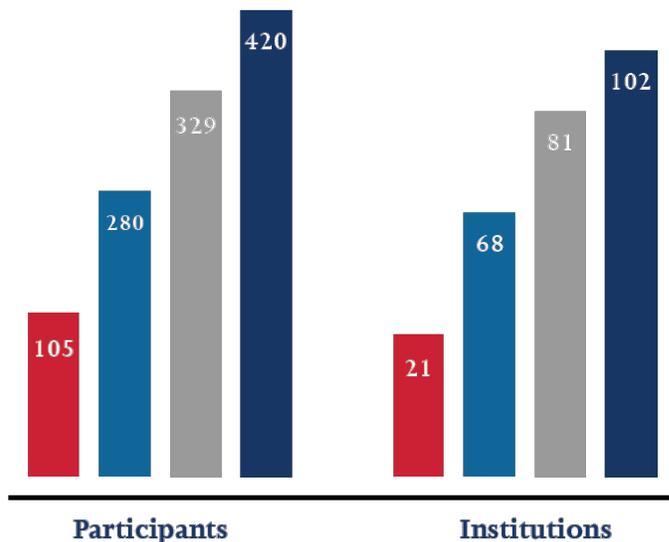
Questions or inquiries should be directed to the DHS Office of Academic Engagement at AcademicEngagement@hq.dhs.gov

Background Information on the DHS Campus Resilience Program

The Campus Resilience (CR) Program aims to support institutions of higher education to become more resilient by building upon best practices, lessons learned, and resources already developed.

In 2014, DHS launched the inaugural National Seminar and Tabletop Exercise (NTTX) at Northeastern University. DHS will conduct the fifth NTTX in September 2018 at the University of Texas at San Antonio, focusing on threats of campus disorder.

Derived from the success of the NTTX, the RTTX events are held multiple times per year focusing on a risk or threat(s) specific to institutions within a geographic region. The inaugural RTTX was conducted on February 2, 2018 at Drexel University, with more than 100 participants from 24 institutions of higher education in the greater Philadelphia region in attendance. The third RTTX will be hosted at the University of Central Oklahoma on October 11, 2018, and will focus on a tornado during a large campus event. For additional information please visit: https://www.dhs.gov/rttx.

- **NTTX 2017:** Failure in campus infrastructure caused by cyber-attack
  Host: The University of Utah, S.J. Quinney College of Law

- **NTTX 2016:** Campus violence, including active shooter and other threats
  Host: University of Illinois at Chicago

- **NTTX 2015:** Cyber-attack
  Host: Indiana University

- **NTTX 2014:** Infectious disease outbreak
  Host: Northeastern University