



August 31, 2020

The Roanoke-Blacksburg Regional Airport will be conducting our Table Top Exercise (TTX) on **Thursday, October 8<sup>th</sup>, 2020 from 9:00 am – 12:00 pm**. By federal law, we must fully review the Airport Emergency Plan (AEP), to include mutual aid agreements and jurisdictional responsibilities. In efforts to better serve the community and limit the amount of resources that are needed for all of the different agencies/organizations, we are teaming up with the Near Southwest Preparedness Alliance (NSPA) and the Virginia Department of Emergency Management (VDEM) to combine our training efforts with our Annual Table Top.

NSPA will be providing the technology platform for our virtual TTX. VDEM will assist in the facilitation of the TTX, as this is our first virtual attempt at gathering all of the stakeholders together since Covid-19 changed the way we conduct our exercises.

Your agency's/organization's participation will depend on how much you want to contribute during the virtual discussions. If you are able to meet together with your team/key players, I highly encourage you to participate as a group. You will be able to discuss your internal plans face-to-face, and then, a spokesperson from your group can present your roles and responsibilities to the rest of the participants when it's your turn to share how your agency would respond to the exercise scenario.

During the TTX, we will also be reviewing the AEP. We highly encourage you to review the parts of the plan that pertain specifically to your agency/organization prior to October 8<sup>th</sup>, and be prepared to correct or update any information to include titles and phone numbers that has changed since our last AEP Meeting. The Airport's current AEP is attached to this letter.

Monica McCullough, with NSPA, can be reached with any questions regarding the technology platform at [mmccullough@vaems.org](mailto:mmccullough@vaems.org) or calling 540-562-3482. You may reach me at [billiejo.nipper@flyroa.com](mailto:billiejo.nipper@flyroa.com) or calling 540-362-1999 ext. 260, if you have questions regarding the scenario and/or the Annual Review of the AEP.

Please email or call me with your **RSVP no later than October 2<sup>nd</sup>, 2020**. A week prior to the TTX, I will be sending out the log-in details to everyone who has sent me their RSVP. Thank you, in advance, for your assistance with ensuring our TTX is a success!

Sincerely,

Mrs. B.J. Nipper, ACE ASE  
Airport Operations Manager