



# DISASTER RESPONSE COLLABORATIVE

## Virtual Tabletop Exercise Checklist

The Disaster Response Collaborative (DRC) will host optional Virtual Tabletop Exercises (VTTX) as a member benefit. The DRC team leader or designee should complete the checklist tasks below to prepare for the VTTX. Refer to the Session #2 **recording** or **presentation** slides online for more details.

### TASK 1

**Identify someone within your DRC Team or institution to serve in each of the following roles:**

- **Facilitator (Primary VTTX Contact):** Coordinate the preparation for the VTTX and guide participants through the scenario during the exercise. The facilitator is responsible for ensuring productive discussions, clarifying objectives, and keeping the exercise on track. Ideally this role will be filled by the facility Emergency Manager or person responsible for the focus area plan.
- **Evaluator:** Observes and assesses participant actions and decisions, providing feedback to identify strengths and areas for improvement. The evaluator should have a foundational understanding of existing plans and policies related to the focus area to effectively evaluate the outcomes of the exercise.

### TASK 2

**Select a date/time for both the Facilitator and Evaluator to attend the virtual Facilitator & Evaluator (F&E) training sessions.**

- Wednesday, February 5, 2025      1:00 pm – 2:00 pm
- Thursday, April 3, 2025              3:00 pm – 4:00 pm

If these times are not convenient, a recording will be provided, and the Facilitator and Evaluator should independently confirm completion of the training. **All times are Central Time.**

### TASK 3

**Teams should select a focus area (evacuation, family reunification, surge capacity, or triage/infection control/decontamination) and compile relevant plans and policies from their facility's disaster plans.**



Evacuation



Family  
Reunification



Surge  
Capacity



Triage  
Decontamination

## TASK 4

### The Facilitator should identify key stakeholders.

Engaging a wide variety of internal participants greatly enhances the diversity of perspectives and expertise essential for a successful emergency response and recovery simulation.

Potential Stakeholder Type	Examples
Clinical	Involve representatives from relevant clinical departments and positions as necessary, such as physicians, nurses, paramedics, pharmacists, radiologists, blood bank personnel, and other medical staff.
Non-Clinical	Engage representatives from non-clinical departments such as administration, public relations/communications, information technology, facilities management, logistics, and security.
External Stakeholders	Optional for the VTTX which focuses on internal planning.

## TASK 5

### Coordinate VTTX topic/date selection and registration.

The link to a brief survey asking for details discussed in this document will be shared in November 2024 and will remain open through January 2025. A limited number of facilities can participate in each VTTX. Sign-up will be first-come, first-served and will be confirmed ASAP. All VTTX events will begin at 1:00 pm and end at 4:00 pm Central Time.

Focus Area	Date 1	Date 2	Date 3	Date 4
Triage, Infection Control & Decontamination	March 11, 2025	April 8, 2025	April 29, 2025	June 4, 2025
Pediatric Surge Capacity	March 13, 2025	April 10, 2025	May 1, 2025	June 5, 2025
Peds Patient Tracking & Family Reunification	March 18, 2025	April 15, 2025	May 13, 2025	Jun 10, 2025
Evacuation	March 20, 2025	April 17, 2025	May 15, 2025	June 12, 2025

Once all tasks are completed, invite participants and share relevant documents. Be sure to check your email for your confirmed VTTX date and appointment.

If you have questions during this process, please contact [dncppn@austin.utexas.edu](mailto:dncppn@austin.utexas.edu).



The Pediatric Pandemic Network is supported in part by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of cooperative agreements U11MC43532 and U11MC45814 with 0 percent financed with nongovernmental sources. The content presented here is that of the authors and does not necessarily represent the official views of, nor an endorsement by HRSA, HHS, or the U.S. Government. For more information, visit [HRSA.gov](https://www.hrsa.gov).