



## 2018 Philadelphia Regional Seminar and Tabletop Exercise for Institutions of Higher Education

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## **Event**

### **What is the Regional Seminar and Tabletop Exercise for Institutions of Higher Education (RTTX)?**

The RTTX is a one-day events designed to highlight and address regionally specific campus resilience needs and includes a tabletop exercise, seminar style session, and an after-action session to explore and test the campus resilience and emergency preparedness plans of the participating colleges and universities. The RTTX is part of a larger Department of Homeland Security (DHS) [Campus Resilience Program](#).

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### **What will be the topic of the RTTX?**

This one-day event will focus on a **hazardous material spill near campus**.

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### **When and where will the RTTX be held?**

The RTTX will be held on **February 2, 2018** at the George D. Behrakis Grand Hall, inside the Creese Student Center, at [Drexel University](#), 3208 Chestnut Street, Philadelphia, PA 19104.

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### **What time will the RTTX begin?**

This one-day event will begin at approximately **8:30 a.m.** and adjourn at **5:00 p.m.** A final schedule and agenda will be released closer to the event.

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### **Who should attend the RTTX?**

Given the number of individuals involved during emergency planning and response at colleges and universities, it is recommended that **5-7 senior leaders representing various functions** (*i.e. leadership, public safety, student life, communications, etc.*) attend from each institution. Participants also will include representatives from federal and state departments and agencies that support campus resilience.

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## **Registration**

### **What is the cost to attend the RTTX?**

There is no cost to attend or present at this event. However, both participants and presenters are responsible for their own travel, lodging and per diem expenses.

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### **How does a college or university register a group for participation in the RTTX?**

Registration can be completed at <https://www.surveymonkey.com/r/2018PhiladelphiaRTTX>. One registration must be completed per attendee, and a confirmation email will be sent within two business days of submission.

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### **What is the deadline to register for the RTTX?**

Registration will be open through January 12, 2018. **Space will be limited** to the first 100 registrants.

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### **What is the cancellation policy of the RTTX?**

In the event you need to change or cancel the individuals attending from your college, university, or organization, please contact the DHS Office of Academic Engagement at [AcademicEngagement@hq.dhs.gov](mailto:AcademicEngagement@hq.dhs.gov).

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### **Could I end up on a waiting list?**

Due to the limited size of the event, you may be placed on a waiting list if you register after the first 100 spaces are filled. In the event that your institution is put on the waiting list, the DHS Office of Academic Engagement will notify you as spaces become available.

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## **Parking/Transportation**

### **Where can I find directions?**

Please find driving directions here: <http://drexel.edu/about/directions/university-city-directions/>.

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### **Where should I park?**

Parking will be located at the garage at 34<sup>th</sup> and Ludlow Street, please see Lot G here:

<http://drexel.edu/campuservices/parkingServices/locations/>.

From the garage, attendees will have a short walk to the Creese Student Center. Walk one block south on 34<sup>th</sup> Street towards Chestnut Street, turn left on Chestnut Street approximately 2 blocks, the Creese Student Union Center will be at the corner of Chestnut and 32<sup>nd</sup> Streets. For reference, the Creese Student Union Center is where Lot A is located on this map: <http://drexel.edu/campuservices/parkingServices/locations/>.

Accommodations for persons with disabilities can be made, please contact [AcademicEngagement@hq.dhs.gov](mailto:AcademicEngagement@hq.dhs.gov) if these accommodations are needed.

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### **How can I get to the venue via public transportation?**

Amtrak and SEPTA Regional Rail lines stop at 30<sup>th</sup> Street Station, which is a two block walk from campus. From 30<sup>th</sup> Street Station, walk one block south and follow Chestnut Street west, passing under a train bridge. The Creese Student Center will be on the corner of Chestnut and 32<sup>nd</sup> Streets at 3208 Chestnut Street.

For train schedules and additional public transportation options please check here:

<http://drexel.edu/about/directions/university-city-directions/>.

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### **Where can I get a campus map?**

Please find a campus map here: <http://drexel.edu/about/directions/university-city-map/>. You will find the George D. Behrakis Grand Hall inside the Creese Student Center.

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## **Other**

### **What is the dress code for the RTTX?**

The dress code will be business casual.

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### **Who should I contact with any additional questions about the RTTX?**

For any additional questions concerning the 2018 Philadelphia RTTX, please contact the DHS Office of Academic Engagement at [AcademicEngagement@hq.dhs.gov](mailto:AcademicEngagement@hq.dhs.gov).

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