



During disasters and emergencies, disruptions to local services, housing, economic stability, and social connections can further increase risk for exploitation. An organization (or community) is best equipped to seamlessly serve individuals at risk of trafficking or those who are currently experiencing trafficking if they have emergency plans in place before a disaster occurs. The abbreviated tool below was created by the National Human Trafficking Training and Technical Assistance Center (NHTTAC) on behalf of the HHS Office on Trafficking in Persons and is part of a package of quick reference fact sheets for frontline providers in preparation for, during, and after any disaster or emergency. A brief explanation is provided, along with a link to more information.

Various forms of programming may be impacted during times of disaster. Organizations that provide training and technical assistance (T/TA) may need to transition to remote delivery. Remote T/TA requires thoughtful planning to remain effective. Below are quick tips for transitioning to remote services.

Tips on Remote T/TA



Break Up Full-Day Sessions

- Turn what was supposed to be an in-person full-day T/TA event into a series of shorter remote sessions. For example, an 8-hour workshop may be turned into three, 2-hour sessions.



Hold Remote Forums

- Invite organizations to join a conference call on a specific topic or issue to share their challenges, experiences, questions, and ideas—or just listen in.
- Prepare worksheets for organizations to fill out or generate a summary report to share a few days after the forum.



Create Engaging Sessions

- Reach out to experienced colleagues to explore options to make your virtual T/TA interactive.
- Try live feed videos of presenters, breakout sessions, polls, and virtual dashboards; assign active roles to participants; encourage the use of chat and Q&A functions.



Develop or Revise Materials

- Create and distribute new content or adapt existing resources into new formats such as online microlearning or modules, live webinars, live open forums, infographics, fact sheets, one-pagers, and job aids.



Connect with a Technical Specialist

- Technical difficulties may occur on virtual platforms. Participants new to the selected technology may require additional support to adapt.
- Coordinate with someone who knows the technology well and make sure there is at least one person working on the remote T/TA whose role is to provide technical support to participants.



Schedule a Dry-Run Before the Event

- Create a meeting for the technical specialist, presenters from your organization, and presenters from other organizations to make sure they know how to use the technology and will be comfortable the day of the event.
- Technology functions may include how to log into the platform as a host, using the functions of the platform, how to mute and unmute, using video versus audio, etc.



Learn the Needs of Your Attendees

- Ensure accessibility, such as closed captioning, for attending the virtual event. Adapt your registration process to inquire if your attendees have any other special needs or requests.
- Allow attendees to choose whether or not they would like to be on video and if they would like to use the chat function instead of speaking.



Create a Communications Timeline






- Send regular reminders and invites to the virtual T/TA attendees with access details, instructions, and confirmations. Connect with a Technical Specialist

Interactive Technology Tools for Remote T/TA

When selecting a technology platform, it's important to determine what types of remote T/TA your organization provides and the T/TA goals as well as whether the technology can meet those goals. For example, if hosting a webinar with several participants and little interaction, Adobe Connect may be beneficial. If hosting a training with a small number of participants that is highly interactive, MURAL may be a better option. Other considerations may include:

- Security (password and locked room)
- Cost implications
- Screen sharing
- Recording
- Video functionality
- Chat functionality
- Breakout rooms
- Captioning
- Polling options

Below are examples of potential technology platforms based on needs. Please note that referencing these platforms does not necessarily mean the U.S. Department of Health and Human Services endorses any specific platform services over others. Users should consider the potential benefits and limitations of various platforms before making a selection.

|  Group Sites |  Documents/ Spreadsheets |  Dashboard |  Polling |  Video Conferencing |
|--|--|---|--|--|
| <ul style="list-style-type: none"> • Slack • Microsoft Teams • Microsoft SharePoint | <ul style="list-style-type: none"> • Google Documents • Google Spreadsheets • Smartsheets | <ul style="list-style-type: none"> • Miro • Google Jamboard • MURAL • Trello • Smartsheets | <ul style="list-style-type: none"> • Mentimeter • Slack • Poll Everywhere | <ul style="list-style-type: none"> • Adobe Connect • Cisco Webex • Microsoft Teams • Zoom • Free Conference |

For more information on or assistance with providing successful T/TA during times of disaster, reach out to [NHTTAC](https://www.nhttac.org). Additional fact sheets on continuing operations during a disaster are also available.