

THE SITUATION ROOM ★ ★ ★ EXPERIENCE

Frequently Asked Questions

What is the Situation Room Experience?

The Situation Room Experience is a simulation in which participants take on and perform the role of an official of the government or a member of the press during a modern fictional crisis. The simulation runs for approximately 75 minutes. Teachers will need to be able to commit to three full hours in the Situation Room Experience.

I am interested in learning more about the Situation Room Experience, how can I do that?

Teachers may learn more about the Situation Room Experience at SituationRoom.Archives.gov/information

How can I sign-up for a field trip?

You may register your field trip on our website SituationRoom.Archives.gov/register. If you want to request a weekend field trip please call 805-577-4031 or email ReaganEducation@nara.gov. It will take approximately 15 minutes to confirm your booking over the phone.

How many students may participate in a simulation?

A minimum of 25 students are needed. One chaperone is needed for every 10 students for groups who are touring the museum. Teachers are considered adult chaperones, so count all teachers first before adding parents! We accept a maximum of 41 students in the simulation at one time.

My students are learning English as a second language (ESL) or are extremely advanced and are in AP classes, is this simulation appropriate for them?

Yes, the Situation Room Experience works for students at all-levels. We have accommodated ESL students, students in remedial placements, and graduate students from local universities in the Situation Room Experience.

May I combine my students with another group?

The Reagan Library team will not combine different schools or separate reservations into one group. Teachers may combine class periods and grade levels when selecting students

to participate in the Situation Room Experience. The Situation Room Experience is more effective when students are from the same school group, program or organization.

What is the time frame for Situation Room field trips?

When registering for a field trip online teachers may pick the start time. We will accept groups at any time. Please remember participants must be able to commit three full hours to the experience.

May we tour the museum before or after the experience?

Yes! In addition to the Situation Room Experience, participants may tour the museum and grounds on their own, (as time permits). A self-guided tour may include Air Force One, a replica of the Oval Office, an authentic piece of the Berlin Wall, Marine One, President Reagan's Memorial Site and much more!

What are the lunch options for Situation Room field trip groups?

We encourage students to bring bag lunches or the teacher may order and purchase boxed lunches prior to the field trip. You may download the lunch order form at the following URL: <https://s3-us-west-2.amazonaws.com/sre-public/SRE-Lunch-Order-Form.pdf>

Bag lunches should be in disposable paper or plastic bags, labeled with the students' names. Place ALL bag lunches in manageable boxes, bins or coolers and store them under the bus. Lunches are placed in a cart in the Situation Room until lunchtime.

Purchasing lunches on-site from the Reagan Café or the Reagan Pub is another option for Situation Room Experience participants.

I heard you offer bus scholarships for student groups, is this true?

The Ronald Reagan Presidential Library has established a fund to provide free transportation for qualifying school groups to visit the Situation Room Experience at the Ronald Reagan Presidential Library and Museum. Funds are currently available, on a first-come, first-served basis, to schools in California. Funds are limited and preference is given to Title I schools.

Applications to apply for the bus scholarship are available at SituationRoom.Archives.gov/register. The application includes qualification information and step-by-step instructions.

How do I prep students for the field trip?

Please tell students to dress the part! Getting into character for the game is half the fun! All materials and forms that you need to prepare for the field trip are available at SituationRoom.Archives.gov/register. Each instructor will be invited by the Reagan Library to participate in a mandatory online webinar prior to the field trip where the educator will receive instruction from a NARA staff member on "how to prep students".

If you have a confirmed field trip reservation and did not receive instructions concerning the webinar please call 805-577-4031 or email ReaganEducation@nara.gov

You may download the webinar schedule at SituationRoom.Archives.gov/register.

Do I have to participate in the mandatory webinar?

Yes, the webinar is mandatory for teachers who are bringing students to the Situation Room Experience and must be completed by instructors before each field trip. The webinar

is offered weekly, on Thursday afternoon. Teachers who are returning to the Situation Room Experience must complete the webinar each time they book a new group. After field trip reservations are confirmed, instructors will receive a schedule of upcoming online trainings and instructions for participating in the mandatory webinar. If you have a confirmed reservation and did not receive instructions concerning the webinar please call 805-577-4031 or email ReaganEducation@nara.gov. You may download the webinar schedule at SituationRoom.Archives.gov/register.

Do I have to use the curriculum materials on the Situation Room website?

- *The materials online may be used as part of the Situation Room Experience or as stand-alone units.*
- *The pre-visit PowerPoint is vital to preparing students for a field trip to the Situation Room and may be completed in approximately one class period. The pre-visit presentation will download as a zip file that includes a PowerPoint and video files. When completing the pre-visit lesson:*
 - *Please ensure students understand the role and importance of the President's advisors. The iCivics game "Executive Command" may be assigned as homework or extra credit. (AP classes have played it and loved it). A link to the game is available within the presentation or it may be found on the iCivics website. There is a short White House video embedded within the pre-visit presentation that describes the role of the President's cabinet.*
 - *Embedded in the pre-visit lesson there are two press conference videos. Ask students to discuss the differences between the two videos. We want students who will be playing media members to dig through the content on their tablets and ask the White House tough questions. They will be serving as investigative reporters.*
 - *After assigning student roles, please share the role explanations with students. The role assignment guide and role explanations are available on the Situation Room website as separate documents. At the end of the pre-visit lesson, students have the opportunity to research their specific role and share with classmates. (Researching role explanations can be assigned as homework).*
 - *We encourage educators to download the Role Explanation Worksheet for students to complete as part of the pre-visit lesson. It is available at SituationRoom.Archives.gov/register. Instructors are encouraged to bring the students' worksheets with them on the field trip.*

I have a student with accessibility needs, may they participate in the simulation?

We recommend assigning students with accessibility needs to the Hospital Command Center. The roles in the Situation Room and press area are highly mobile and may require a lot of movement. If you have additional questions, please call 805-577-4031 or email ReaganEducation@nara.gov.

What forms are required in order to participate?

Teachers must bring the photography releases, permission forms and assigned role sheet with them the day of the field trip, (if they are not scanned or faxed in advance). Please ensure the photography release is signed by teachers, chaperones and students' parents/guardians or students, (if over the age of 18). If these forms are not signed by all students, no photography will be allowed during the duration Situation Room Experience. All forms are available at SituationRoom.Archives.gov/register.

What if I need to cancel or reschedule my field trip?

Please remember that if you need to cancel or reschedule the activity for any reason, you can call 805-577-4031 or email ReaganEducation@nara.gov.

While the Museum will attempt to accommodate schedule changes with schools, it cannot guarantee the availability of museum tour tickets if groups are not able to come at the originally scheduled time. The Museum cannot guarantee entry to groups arriving 30 or more minutes late for their scheduled time. After 30 minutes, the Museum reserves the right to release the reserved tickets back into the general ticket pool.