



EOP ASSIST:

*A Software Application for
K–12 Schools and School Districts*

Installation Manual

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Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center

EOP ASSIST Installation Manual

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Overview

EOP ASSIST is a web-accessible software application that requires installation by Information Technology (IT) personnel onto a local server managed by a school district (or an individual school, as applicable). It is important for IT personnel responsible for installing EOP ASSIST to ensure that the connection between server and clients is secure. EOP ASSIST is compatible with Secure Sockets Layer (SSL) security protocols.

Individual users will not need to install EOP ASSIST onto their computers separately, as they will be able to access it through a web browser, which is described in more detail later in this Installation Manual.

Please review the entire Installation Manual before beginning the installation of EOP ASSIST.

General Installation Considerations

Expertise Requirements of IT Personnel

IT personnel assigned to install the software are required to have an intermediate level of expertise or knowledge related to networking and server configuration. Specifically, the application should be installed by a skilled network administrator or system administrator at the school district who has experience in server configuration. To ensure connectivity between schools and districts, the network or system administrator of the server network needs to configure the firewall to make the server available to applicable schools.

Server Requirements

EOP ASSIST is compatible with Apache HTTP Server (Apache). The platform and back-end database use PHP and MySQL. This Installation Manual assumes that the user has a server configured with the following versions of Apache, PHP, and MySQL:

Software	Release
Apache	2.2
PHP	5.6.6
MySQL	5.6

PHP is the programming language that was used to develop EOP ASSIST. As such, PHP is required to run the application on the server. When running PHP, the following modules are required:

- Perl Compatible Regular Expressions
- Sessions
- Standard PHP Library
- JSON
- MYSQLND
- MySQLi and MySQL driver for PDO

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Note: Most of the default-enabled modules that come with PHP are recommended.

MySQL is the database software required for EOP ASSIST and it should be set up with the following environmental variables:

- Server charset: UTF-8 Unicode (utf8)
- Database collation: utf8_general_ci
- Preferred storage engine: InnoDB

EOP ASSIST is compatible for installation on any Linux, OS X, or Windows Server that can host PHP websites. IT personnel can install the server software (Apache/MySQL/PHP) independently or download a preconfigured Accessibility Management Platform (AMP) environment.

Connectivity

Network connectivity between district servers and schools is required for the application to be used by individual schools. To ensure privacy and cybersecurity, a secure connection between district servers and schools is also required. The application uses standard Transmission Control Protocol/Internet Protocol (TCP/IP) ports (443) to connect between browser and server. Ports 443, therefore, need to be enabled on the district firewall and school firewall for this application to operate.

Installation Instructions

Files

After registering for EOP ASSIST at <http://rems.ed.gov/EOPASSIST.aspx>, you will receive an email with the application files in a compressed (zipped) folder. Download and unzip the installation package. The installation package will include the following files and folders:

- User Manual;
- Installation Manual;
- Application files; and
- Database backup files.

Database

Directions for creating the database are as follows:

1. Create a database named “eopassist” in MySQL.
2. Create a MySQL user account for the application and grant it all privileges to the eopassist database that you just created.
3. Use the “eopassist.sql” database script provided in the package to import the database tables and structure onto the MySQL database instance.
4. You should have a database with 47 tables when successful.

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Server Configuration

Copy the files to the web directory (htdocs or any virtual directory) on the Apache Server. Navigate to files\dbconnection.php and modify the file to match the MySQL configuration.

On Linux and OS X operating systems, make sure the Apache user has read/write access to the main application directory.

Application Initialization

EOP ASSIST is set up with a default District Administrator role/user. Use the following login information to access the application:

- User ID: *distadmin*
- Password: *changepwd*

Once logged in, the District Administrator can change the district name and add users. The instructions for each of these actions, as well as additional actions, are included in the EOP ASSIST User Manual.

Client Installation and Access

No client installation is required, as users can access the application through a web browser once it is installed onto a district (or school) server. Any of the modern browsers can be used to access EOP ASSIST, such as Internet Explorer (IE), Google Chrome (Chrome), Mozilla Firefox (Firefox), and Safari. A secure connection with the latest encryption technologies is always recommended. EOP ASSIST is compatible with Windows, OS X, and Linux operating systems that run one of the following web browsers and its accompanying version:

Browser
IE 9 and above
Chrome
Firefox
Safari

Additional Assistance

The Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center is pleased to offer EOP ASSIST to support individuals and planning teams at schools and school districts in developing high-quality emergency operations plans (EOPs). For further guidance and support on installing this software application, please contact the REMS TA Center Help Desk by email at info@remstacenter.org or by phone, toll-free, at 1-855-781-REMS (7367). Our hours of operation are Monday through Friday, 9:00 a.m. to 5:00 p.m., Eastern Time.