

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

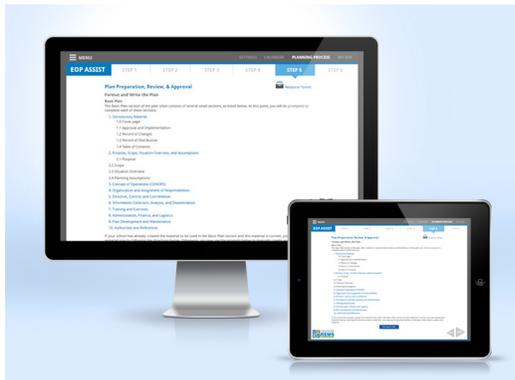
## EOP INTERACTIVE TOOLS

### The U.S. Department of Education and the REMS TA Center present A Free Web-Based App to Create Your School EOP

Our nation's schools and districts are entrusted to provide a safe and healthy learning environment for approximately 55 million elementary and secondary students each school day, and communities expect schools to keep children safe from threats and hazards. For school administrators and emergency management personnel, creating a comprehensive emergency operations plan (EOP) can be a daunting task, and may lead to several questions such as: Who should be involved in the planning process? How do we engage the community? How do local emergency services, first responders, and others integrate into our plan?

#### What is EOP ASSIST?

To help school administrators and emergency management personnel create or revise their EOPs, the REMS TA Center has created a free software application (app): **EOP ASSIST**. It is a user-friendly application that walks school and district emergency management personnel through the six step planning process for creating a customized school EOP recommended in the *Guide for Developing High-Quality School Emergency Operations Plans (Guide)*.



#### EOP ASSIST's features allow schools to:

- Facilitate collaboration among school planning team members;
- Compile all emergency management information in a single location;
- Access relevant resources and help topics directly through the application interface throughout the planning process;
- Generate a comprehensive school EOP based on the Federal guidance and recommendations;
- Revise the EOP, as necessary, to address changes in state, local, or district policies and/or other factors such as resource availability;
- Export and edit the plan for inclusion in school-level and district-level emergency management manuals; and
- Schedule EOP reviews or meetings, and set deadlines for submitting EOPs.

#### DID YOU KNOW...?

- In June 2013, the White House released the *Guide*, which is a joint product of six Federal agencies and builds upon years of emergency planning work by the Federal government.
- It responds to the concerns voiced by stakeholders following recent emergency events, and is customized to the needs of the school community.
- Schools can use the *Guide* to meet their goal of creating or revising their EOPs to align their practices with those at the national, state, and local levels.

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### District-wide EOP Management Options

**EOP ASSIST** also incorporates district-wide EOP management options including the following:

- Providing district administrators and emergency management personnel with the ability to input EOP information for each school;
- Allowing district personnel to view EOPs from individual schools and ensure that they incorporate all district-level requirements;
- Managing user access for each school's planning team;
- Sharing plans to assist individual schools in their planning process; and
- Monitoring the progress of schools in developing their EOPs to provide assistance where necessary.

**Server requirements:** **EOP ASSIST** is compatible with Apache HTTP Server. The platform and back-end database use PHP and MySQL, both freely available and compatible with Windows and Linux servers.

**Client requirements:** Windows, OS X, or Linux operating system running a Web browser such as Internet Explorer, Google Chrome, Safari, or Mozilla Firefox.

### A Secure, Server-Based Application

**EOP ASSIST** is a secure, server-based application that has features including the following:

- **Local server installation.** Information is collected and stored at the district (or school) level, and not shared with any other entity.
- **Role-based log ins.** Administrators can assign roles to ensure that users only have access to information relevant to their position on the planning team.
- **Secure Sockets Layer (SSL) compatibility.** **EOP ASSIST** will work within the district's or school's existing security framework, and is compatible with SSL security protocols.
- **Multi-platform compatibility.** **EOP ASSIST** runs in a Web browser and does not require any plug-ins. Client computers can run any operating system and still access the application.



Install EOP ASSIST today at  
<http://rems.ed.gov/EOPASSIST.aspx>.

Check out the REMS TA Center's Website and Resources at <http://rems.ed.gov>

**Community of Practice**  
Contribute and Connect with Others in the Field

**State Emergency Management Resources**  
Access Information From Your State Related to School and Higher ed Safety

**Online Courses**  
Learn the Basics of EOP Development at Your Own Pace

**Interactive Forms**  
Request Technical Assistance or Submit a Tool Using Web-based Forms

**EOP Assess Tool**  
Assess Your Understanding of High-Quality EOP Development