

**GUIDE FOR DEVELOPING  
HIGH-QUALITY EMERGENCY OPERATIONS PLANS  
FOR INSTITUTIONS OF HIGHER EDUCATION:  
A CLOSER LOOK AT INCORPORATING  
INTERNATIONAL STUDENTS INTO EMERGENCY  
MANAGEMENT AND PLANNING**



**FEMA**



# WELCOME

- Welcome
- Purpose of the Webinar
- Development of the Guide

# AGENDA

- “Now Is The Time” & The IHE Guide
- Introduction to the Closer Look
- Steps in the Process
- International Student Process Overview
- Unique Needs of International Students/Scholars
- International Students/Scholars and Emergency Operations Plans
- Scenarios
- Federal Resources
- Q&A

# PRESENTERS

- **Amy Banks**, Ph.D., Management & Program Analyst, U.S. Department of Education (ED), Office of Safe and Healthy Students, Center for School Preparedness
- **Jeffery Afman**, Director, U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Office of Counterterrorism and Security Preparedness
- **Lauren Kielsmeier**, Executive Director, DHS Office of Academic Engagement
- **Nancy McCarthy**, Consular Officer, U.S. Department of State (DoS), Bureau of Consular Affairs, Visa Office
- **Rachel Canty**, Deputy Director, DHS, U.S. Immigration and Customs Enforcement (ICE), Student and Exchange Visitor Program (SEVP)

# NOW IS THE TIME

In January 2013, the President put forward his “Now is the Time” plan to reduce gun violence.

- One of the executive actions put forth in his plan was the development of new guides by the Departments of Education; Justice, led by the FBI; Homeland Security, led by FEMA; and Health and Human Services. These new guides:
  - Help K-12 schools, institutions of higher education (IHEs), and houses of worship develop and implement high-quality emergency operations plans (EOPs)
  - Describe the principles and processes that help ensure planning efforts are aligned with the emergency planning practices at the national, state, and local levels

# THE IHE GUIDE

Specifically, the IHE Guide focuses on:

- The key principles for developing a comprehensive EOP for an IHE;
- The planning process for developing, implementing and refining an EOP for an IHE;
- The form, function, and content of an IHE EOP plan; and
- Topics that support emergency operations planning including the Clery Act, information sharing, campus public safety, active shooter situations, and psychological first aid.

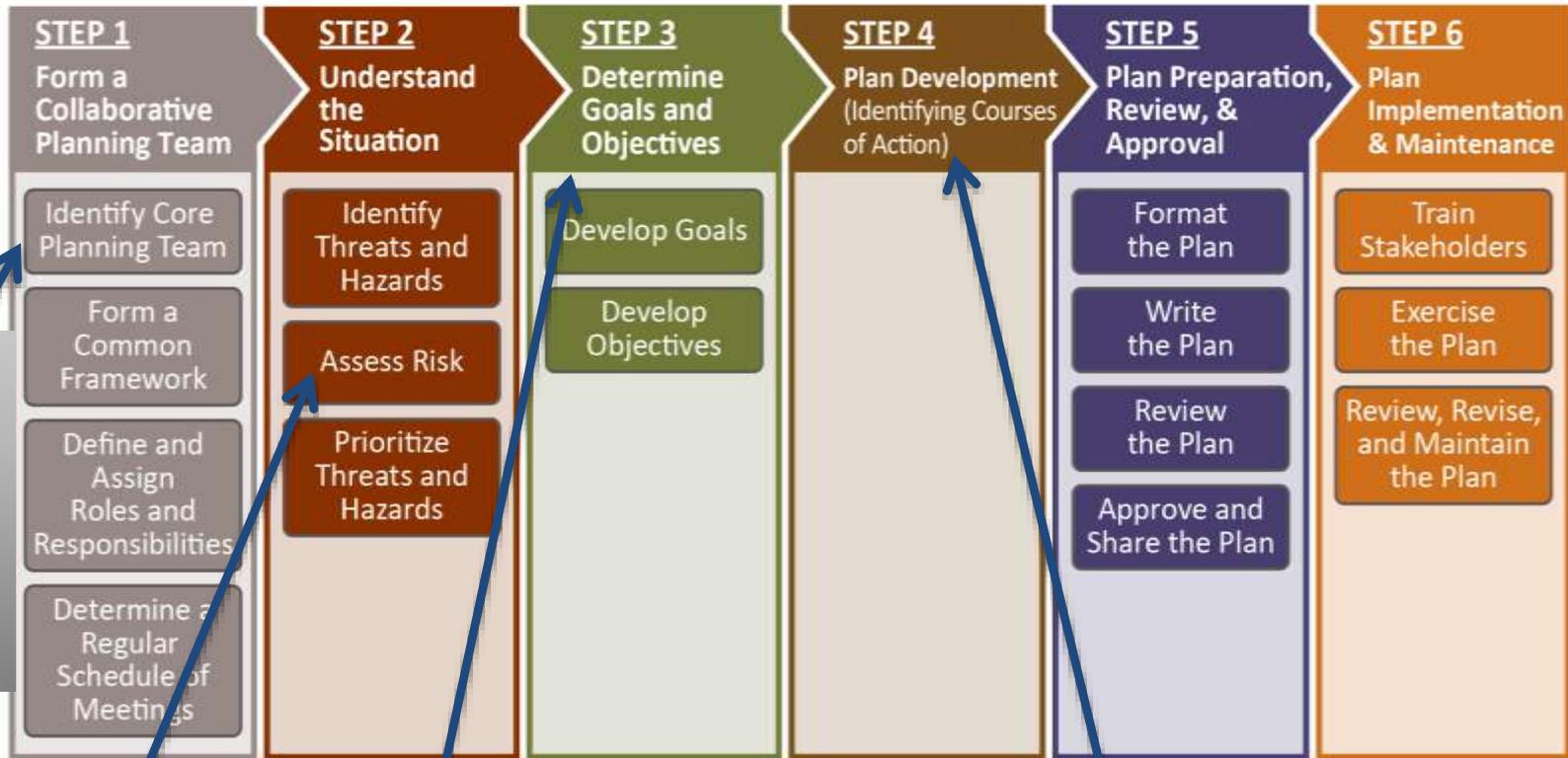
# THE IHE GUIDE

- Aligns with and builds upon years of emergency planning work by the Federal government
- Reflects an all hazards approach to include both natural and manmade disasters
- Provides IHEs with an approach to planning that includes walking through different emergency scenarios and creating a course of action for each objective
- Puts a new emphasis on who should be included in the planning process
- Can be used to create new plans as well as to revise and update existing plans

# INTRODUCTION TO THE CLOSER LOOK

- Population may be overlooked in emergency operations plans
- Guidance about how to include them in the planning process may be confusing or limited
- Important to understand their unique needs – and IHE responsibilities in addressing the challenges international students may present
- Incorporating these needs into the emergency management planning process:
  - Helps ensure safety and security of the international student population
  - Enhances the overall preparedness of IHE's and surrounding communities

# STEPS IN THE PLANNING PROCESS



Include the PDSO, RO, & the IHE's international student and scholar office

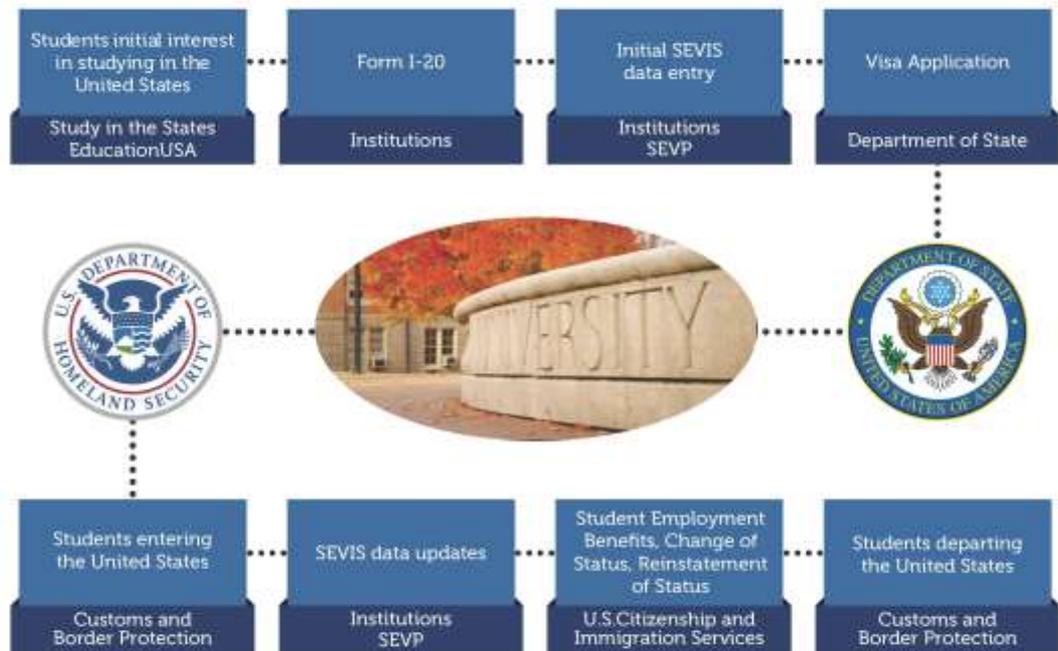
Assess unique needs of international students for IHEs

Determine goals & objectives to address international students

Create courses of action specific to addressing international students

# INTERNATIONAL STUDENT PROCESS OVERVIEW

- DoS issues visas, designates program sponsors, and monitors exchange visitors
- DHS certifies institutions, admits and monitors international students, and administers benefits
- FBI may aid in criminal investigations involving international students



# UNIQUE NEEDS OF INTERNATIONAL STUDENTS AND SCHOLARS

## International Students and Scholars:

- Present unique communications challenges for IHEs
- Need to know how to maintain their immigration status and other timely information about their options, during and after emergency
- Must be able to report status and location to school officials
- Responsibilities for international students and scholars:
  - Maintaining status
  - Reporting their current physical address to Designated School Official (DSO) or Responsible Officer (RO)

# UNIQUE NEEDS OF INTERNATIONAL STUDENTS AND SCHOLARS (cont'd)

Responsibilities for host schools/sponsors include:

- Advising international students and scholars
- Making timely updates to SEVIS to reflect the status and location of international students and scholars
- Managing crisis situations and ensuring accountability
- Communicating with Federal officials as necessary

# INTERNATIONAL STUDENTS/SCHOLARS AND EOPs

## ACTIONS TO CONSIDER

- *Understand* the key issues related to international students in emergency management scenarios
- *Incorporate* the Principal Designated School Official (PDSO) the RO, the IHE's international student and scholar office, and appropriate law enforcement points of contact into its EOP
- *Define* IHE policies for staff and international students to support continuity of operations during crises
- *Establish* processes for international students to communicate to the IHE their location, safety concerns, and short- and long-term plans

# INTERNATIONAL STUDENTS/SCHOLARS AND EOPs (cont'd)

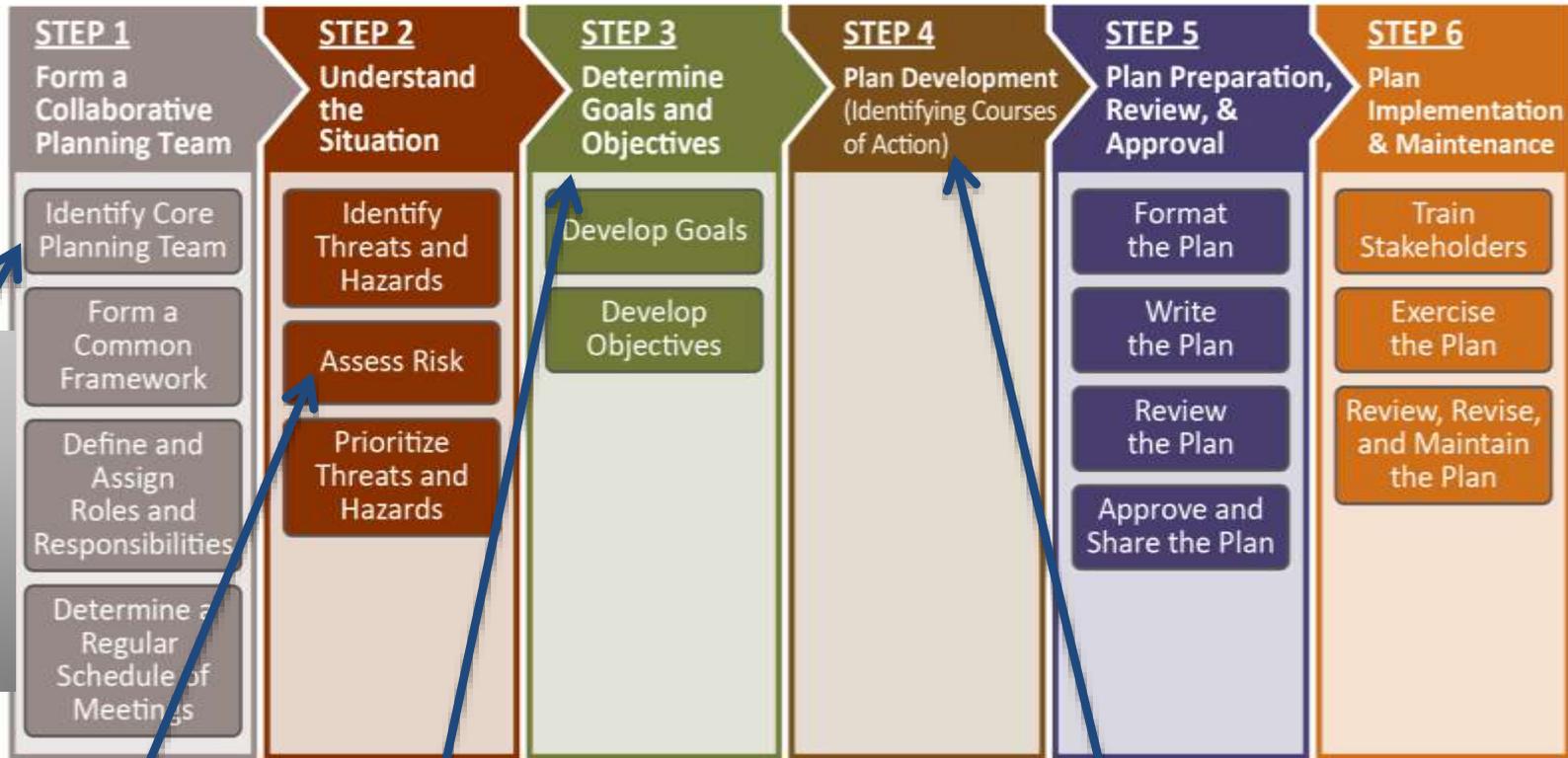
## ACTIONS TO CONSIDER

- *Incorporate* the PDSO and/or other key international student contacts into the crisis response process
- *Develop* the ability to access SEVIS from alternate facilities or remote locations
- *Support* the PDSO/RO and/or other key international student contacts in understanding the principles of emergency management and their role(s) in the IHE's EOP

# SCENARIOS

- **Hurricane Katrina**
  - Schools closed
  - Communications down
  - International students and scholars evacuated without taking critical immigration documents
- **Boston Marathon bombing**
  - International student among the victims, which required updates to DHS and DoS
- **Colorado floods**
  - Schools closed
  - Student briefly unaccounted for in the aftermath

# STEPS IN THE PLANNING PROCESS



Include the PDSO, RO, & the IHE's international student and scholar office

Assess unique needs of international students for IHEs

Determine goals & objectives to address international students

Create courses of action specific to addressing international students

# RESOURCES

- **To access the Guides:**
  - <http://rems.ed.gov/EOPGuides>
  - [http://www.whitehouse.gov/sites/default/files/docs/rems\\_ihe\\_guide\\_508.pdf](http://www.whitehouse.gov/sites/default/files/docs/rems_ihe_guide_508.pdf)
- **Resources supporting the IHE Guide:**
  - [http://rems.ed.gov/docs/Guide for Developing High-Quality Emergency Operations Plans for IHEs-Resources07172013.pdf](http://rems.ed.gov/docs/Guide_for_Developing_High-Quality_Emergency_Operations_Plans_for_IHEs-Resources07172013.pdf)
- **DHS Resources:**
  - <http://studyinthestates.dhs.gov/>
- **DoS Resources:**
  - <http://travel.state.gov/>

Q & A

Questions?

# **REMS TA Center**

**<http://rems.ed.gov>**

For additional information, resources, training, and technical assistance, please contact the Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center.

**Get the new guides!**

**Access school emergency management resources**

**Request technical assistance**

**Access training materials.**

# REMS TA CENTER: ADDITIONAL RESOURCES



Readiness and Emergency  
Management for Schools  
Technical Assistance Center

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Publications

Resources

Webinars

Training



## Additional Resources

The Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) web site offers a wide variety of additional resources to support emergency management efforts for schools and IHEs. The resources on this page include a section featuring key priority emergency management issue-specific topics and include a special section dedicated to reports and studies published external to the U.S. Department of Education, but focused on emergency management for the education community. In addition, additional web links provide a listing of emergency management projects and other general emergency management information related to emergency management for schools.

### Emerging Issues in School Emergency Management Resources

- [Youth Preparedness Resources](#)
- [Emergency Planning for Juvenile Justice Residential Facilities](#)
- [Key Principles for School Security in Planning For Reductions in Force \(RIFs\)](#)
- [Talking to Children about the Disaster in Japan](#)
- [The Commercial Sexual Exploitation of Children and Forced Child Labor or Human Trafficking](#)

### Four Phases of School Emergency Management Resources

- [Prevention-Mitigation and Assessment Resources](#)
- [Preparedness Resources](#)
- [Response Resources](#)
- **Updated!** [Recovery and Mental Health Resources](#)

### Topic-Specific & Hazard-Specific School Emergency Management Resources

# GUIDES FOR DEVELOPING HIGH-QUALITY EOPS



Readiness and Emergency  
Management for Schools  
Technical Assistance Center

Publications Resources Webinars Training

General ED Publications

- Success Stories
- REMSExpress
- Helpful Hints
- Lessons Learned

## Guides for Developing Emergency Operations Plans

On June 18, 2013, the White House released guides for developing high-quality emergency operations plans for schools, institutions of higher education (IHEs) and Houses of Worship. These guides align and build upon years of emergency planning work by the Federal government and are the first joint product of DHS, DOJ, ED and HHS on this critical topic. The guides are customized to each type of community, incorporate lessons learned from recent incidents, and respond to the needs and concerns voiced by stakeholders following the recent shootings in Newtown and Oak Creek and the recent tornadoes in Oklahoma. Schools, IHEs and Houses of Worship can use them to create new plans as well as to revise and update existing plans and align their emergency planning practices with those at the national, state, and local levels.

### Guide for Developing High-Quality School Emergency Operations Plans

The Guide is accessible here: [http://rems.ed.gov/docs/REMS\\_K-12\\_Guide\\_508.pdf](http://rems.ed.gov/docs/REMS_K-12_Guide_508.pdf) [PDF, 1.78 MB]

A Resource List is accessible [here](#) [PDF, .41 MB]

### Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education

The Guide is accessible here: [http://rems.ed.gov/docs/REMS\\_IHE\\_Guide\\_508.pdf](http://rems.ed.gov/docs/REMS_IHE_Guide_508.pdf) [PDF, 2.15 MB]

A Resource List is accessible [here](#) [PDF, .47 MB]

# REMS TA CENTER WEBINARS



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## Webinars



REMS Webinars feature a web conference presentation (using your telephone and an Internet connection) from experts in the field of emergency management, along with downloadable PowerPoint slides, supplemental reading, and other online materials that enhance the presentation's key learnings. The REMS TA Center will be conducting several of these trainings each year. To receive notifications on upcoming events, please send an email to [info@remstacenter.org](mailto:info@remstacenter.org).

## Upcoming Webinars

We are working on developing and hosting new and exciting training webinars. Please continue to check back for updates and opportunities to participate.

## Webinars

The following webinars and accompanying presentation materials and resources are available for download and review at any time.

# THE REMS TA CENTER

- For additional information, resources, training, and technical assistance, please contact the Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center:
- Phone: (855) 781-7367 (REMS)
- Email: [info@remstacenter.org](mailto:info@remstacenter.org)
- Website: <http://rems.ed.gov>