



The REMS TA Center: Your Destination for Free Resources and Tools Supporting the Development of High-Quality EOPs for IHEs

Presented by:
U.S. Department of Education, Office of Safe and Healthy
Students and
Readiness and Emergency Management for Schools (REMS)
Technical Assistance (TA) Center



U.S. Department of Education
Office of Safe and Healthy Students

Housekeeping

- To ask a question, use the Q&A Tool on the lower right side of your screen to send your message to the facilitator. Questions will be answered in the order in which they appear, at the end of the call.
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- There is no dial-in for this webinar. Audio is available via the link provided. If you are experiencing difficulty hearing the audio stream, make sure your computer speaker volume is turned up.
- If you experience technical difficulties during the webinar, please contact the REMS TA Center at info@remstacenter.org or 1-855-781-REMS [7367]. You may also request technical assistance using the Q&A Tool. These questions are viewable to the webinar moderator only.

Web Chat

You are invited to **participate in a 30-minute Web chat** via the REMS TA Center Community of Practice following the virtual meeting. View the announcement email for instructions to join.

Questions?

Remember to pose your question using the Q&A Tool on the lower right side of your computer screen.

Agenda

Introduction to Developing a High-Quality IHE EOP

REMS TA Center Resources and Services

Q&A Session

Web Chat

Introduction

- **Postsecondary Institutions:**
 - Provide safe and healthy learning environments.
 - Keep students, faculty, and staff safe from threats and hazards.
- **Collaborate with Community Partners to:**
 - Plan for potential emergencies.
 - Create a higher ed emergency operations plan (higher ed EOP).

Federal Agency Partners



FEMA



Five Preparedness Missions

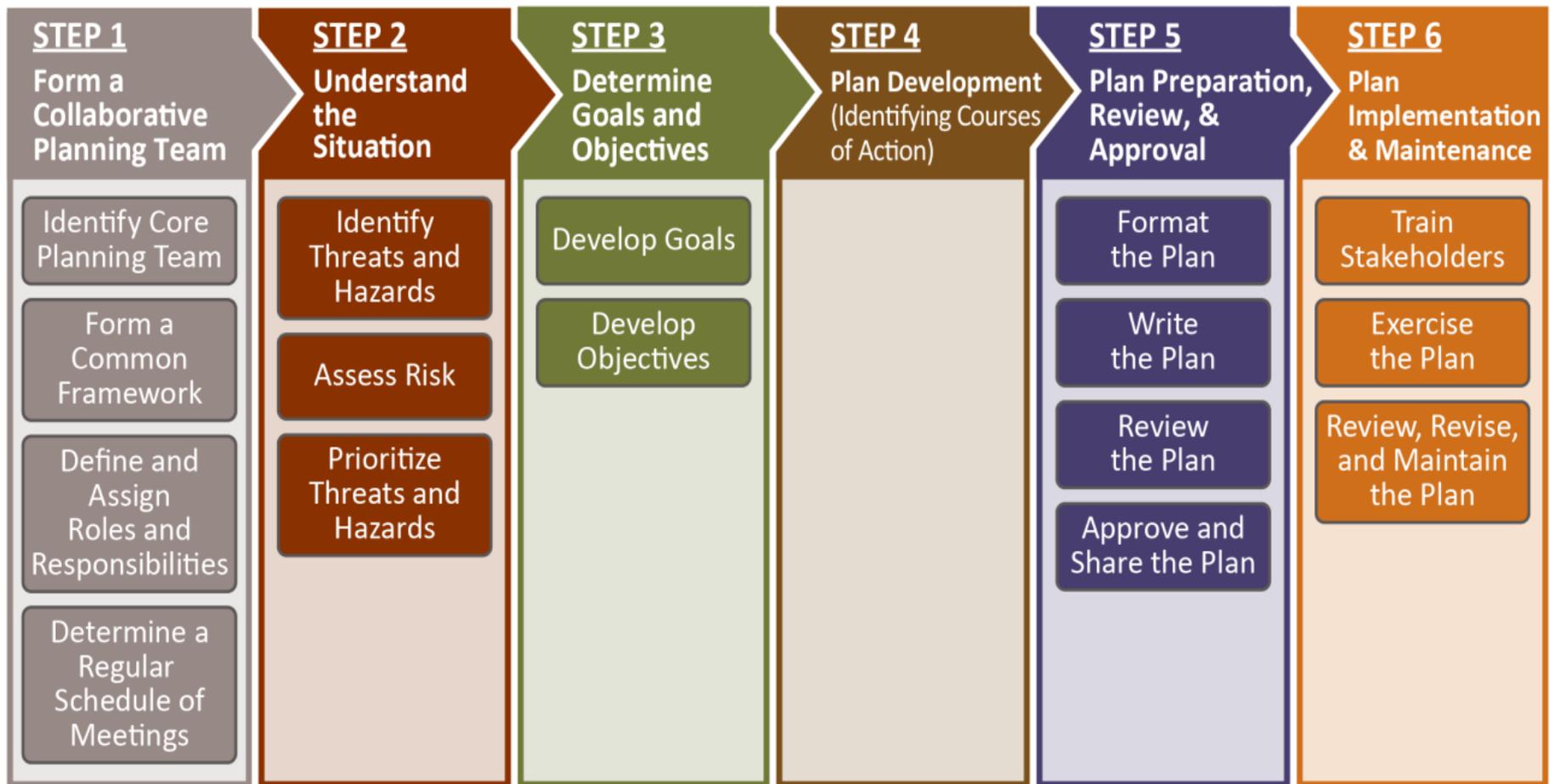


an incident or emergency

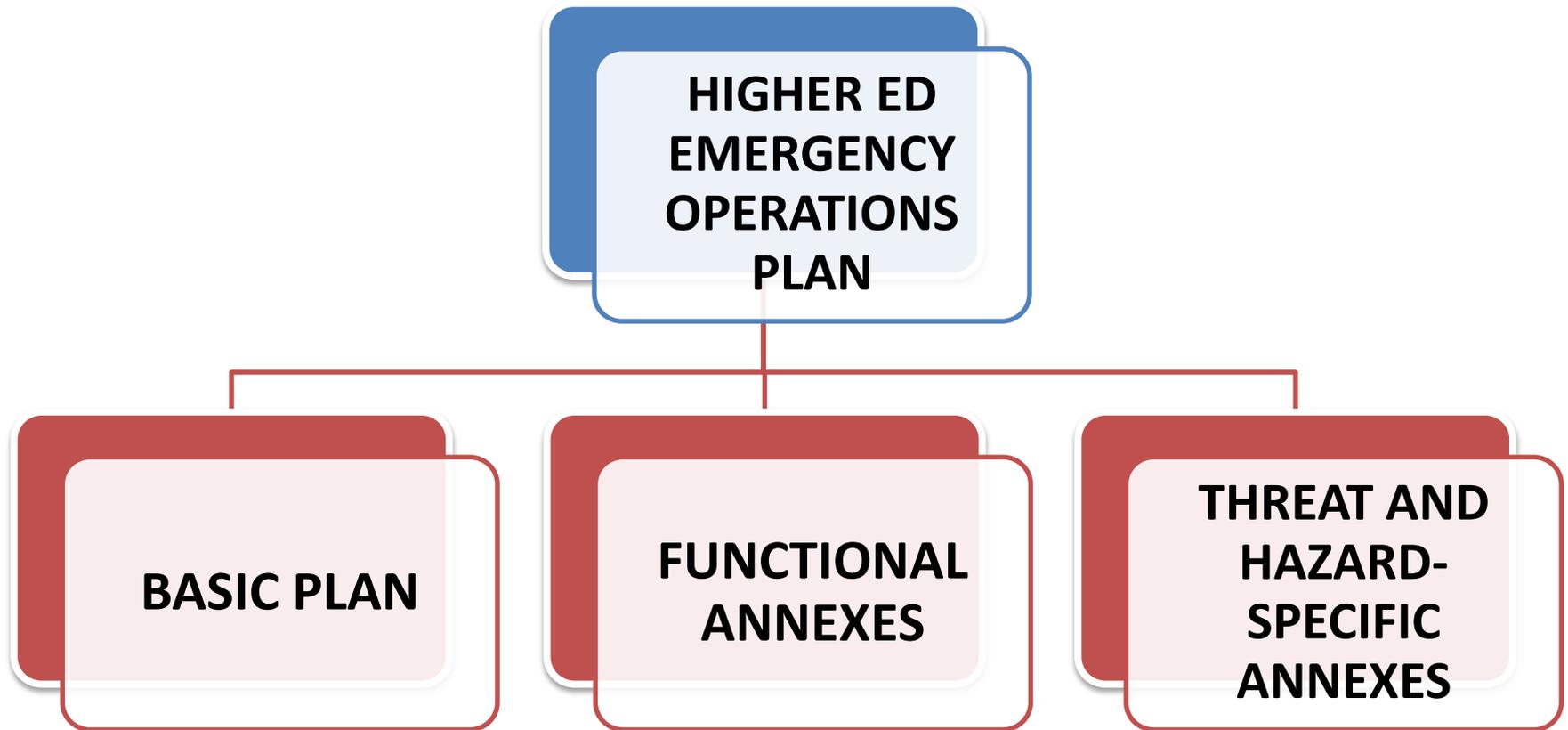
Eight Planning Principles



Steps in the Planning Process



Traditional EOP Format



A Closer Look

1. The Jeanne Clery Act

2. Information Sharing

3. Incorporating International Students

4. Campus Public Safety

5. Active Shooter Situations

6. Psychological First Aid (PFA)

Agenda

Introduction to Developing a High-Quality IHE EOP

REMS TA Center Resources and Services

Q&A Session

Web Chat

What is the REMS TA Center?



Phone: (855) 781-7367 (REMS)

Email: info@remstacenter.org

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

Twitter: [@remstacenter](https://twitter.com/remstacenter)

A hub of information and services supporting the development of high-quality emergency operations plans (EOPs) and comprehensive emergency management planning efforts!

Who does the REMS TA Center serve?

- Schools, school districts, and local education agencies (including K-12, public, non-public, and private);
- Institutions of higher education (including community colleges, universities, and technical schools);
- State education agencies;
- Community partners (e.g., law enforcement, public safety, health and mental health agencies);
- Current or former Office of Safe and Healthy Students (OSHS) grantees (e.g., ERCM, REMS, EMHE);
- Other stakeholders in K-12 or IHE emergency management (e.g., families, non-profit organizations).

Website (http://rems.ed.gov)

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PREVENT PROTECT MITIGATE * RESPOND RECOVER

QUICK LINKS



-  [Request a Live Training](#)
-  [Take a Virtual Training](#)
-  [Request Technical Assistance](#)
-  [Use an EOP Interactive Tool](#)

DEVELOP A HIGH-QUALITY EOP



An at-a-glance version of the Federal guides that help school, district, and higher ed emergency management personnel develop and update high-quality, customized emergency operations plans.

- [K-12 Schools and Districts](#)
- [Institutions of Higher Education](#)

NEWS & HIGHLIGHTS



White House Honors Champions of Change

Read about the youth and law enforcement officials who were awarded. [Read More](#)

[←](#) [→](#)



 **REMS**
TECHNICAL ASSISTANCE CENTER

News & Highlights

NEWS & HIGHLIGHTS



ED Seeks Your Input on Protecting Student Medical Records

Share your feedback here. [↗](#)



NEWS & HIGHLIGHTS



White House Honors Champions of Change

Read about the youth and law enforcement officials who were awarded. [↗](#)



NEWS & HIGHLIGHTS



ED Releases Suicide Prevention and Response in Schools Fact Sheet

Download resource here. [↗](#)



REMS TA Center Website

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IHE Guide

IHE Key Topics

PREVENT PROTECT MITIGATE * RESPOND
RECOVER

QUICK LINKS



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- [Take a Virtual Training](#)
- [Request Technical Assistance](#)
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DEVELOP A HIGH-QUALITY EOP



An at-a-glance version of the Federal guides that help school, district, and higher ed emergency management personnel develop and update high-quality, customized emergency operations plans.

- K-12 Schools and Districts
- Institutions of Higher Education

NEWS & HIGHLIGHTS



White House Task Force to Protect Students from Sexual Assault

[Learn about their continued work here.](#)



The *IHE Guide*: PDF or HTML

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IHE GUIDE

[Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education: At a Glance](#)[Presidential Policy Directive \(PPD\) 8](#)[Planning Principles](#)[The Planning Process](#)[Plan Content](#)[The Basic Plan](#)[Functional Annexes](#)[Threat- and Hazard-Specific Annexes](#)[Next Steps](#)

GUIDE FOR DEVELOPING HIGH-QUALITY EMERGENCY OPERATIONS PLANS FOR INSTITUTIONS OF HIGHER EDUCATION: AT A GLANCE

Our nation's postsecondary institutions are entrusted to provide a safe and healthy learning environment for students, faculty, and staff who live, work, and study on campus. Faced with emergencies ranging from active shooter situations to fires, tornadoes, floods, hurricanes, earthquakes, and pandemic influenza, this is no easy task. Many of these emergencies occur with little to no warning; therefore, it is critical for institutions of higher education (IHEs) to plan ahead to help ensure the safety and general welfare of all members of the campus community.

Lessons learned from emergencies at IHEs highlight the importance of preparing IHE officials and first responders to implement emergency operations plans. By having plans in place to keep students and staff safe, IHEs play a key role in taking preventative and protective measures to stop an emergency from occurring or reduce the impact of an incident. When an emergency occurs, IHE personnel must respond immediately, providing first aid, notifying response partners, and providing instruction before first responders arrive. IHE officials must work with partners across the institution as well as their community partners (governmental organizations that have a responsibility in the IHE emergency operations plan) including first responders (law enforcement officers, fire department officials, and emergency medical services [EMS] personnel), emergency managers, and public health and mental health practitioners to provide a cohesive, coordinated response.

On June 18, 2013, the White House released guides for developing high-quality emergency operations plans for schools and institutions of higher education (IHEs). 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 and IHEs 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.

It is recommended that planning teams at IHEs responsible for developing and revising a higher ed EOP use the information presented here to guide their efforts. It is recommended that IHEs compare existing plans and processes against the content and processes outlined in this Guide.

To gain the most from it, users should read through all of this content prior to initiating their planning efforts, and then refer back to it throughout the planning process. The content of the guide is organized into five main sections here, broken out into easy-to-read parts.

- The [principles](#) of emergency management planning for IHEs.
- A [process](#) for developing, implementing, and continually refining a higher ed EOP with community partners.
- A discussion of the [content](#) of higher ed EOPs.
- Additional information on the critical [operational functions](#) and courses of action developed to carry them out that IHEs should address in developing a comprehensive, high-quality higher ed EOP.
- Additional information on the courses of action unique to particular [threats and hazards](#).

 [Related Resources](#)



The IHE Guide At a Glance

IHE GUIDE

Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education: At a Glance

Presidential Policy Directive (PPD) 8

Planning Principles

The Planning Process

The Planning Process

Step 1: Form a Collaborative Planning Team

Step 2: Understand the Situation

Step 3: Determine Goals and Objectives

Step 4: Plan Development (Identifying Courses of Action)

Step 5: Plan Preparation, Review, and Approval

Step 6: Plan Implementation and Maintenance

Plan Content

The Basic Plan

Functional Annexes

Threat- and Hazard-Specific Annexes

Next Steps

PRESIDENTIAL POLICY DIRECTIVE (PPD) 8

National preparedness efforts, including planning, are now informed by Presidential Policy Directive (PPD)-8, which was signed by the president in March 2011 and describes the nation's approach to preparedness. This directive represents an evolution in our collective understanding of national preparedness, based on the lessons learned from terrorist attacks, hurricanes, school and IHE incidents, and other experiences.

PPD-8 defines preparedness around five mission areas: Prevention, Protection, Mitigation

Prevention

The capabilities necessary to avoid, deter, or stop an imminent crime or threatened or the action IHEs take to prevent a threatened or actual incident from occurring.

Protection

The capabilities to secure IHEs against acts of terrorism and man-made or natural disasters that protect students, teachers, staff, visitors, networks, and property from a threat or

Mitigation

The capabilities necessary to eliminate or reduce the loss of life and property damage in an emergency. In this document, mitigation also means reducing the likelihood that threat

Response

The capabilities necessary to stabilize an emergency once it has already happened or to establish a safe and secure environment; save lives and property; and facilitate the tra

Recovery

The capabilities necessary to assist IHEs affected by an event or emergency in restoring

These mission areas generally align with the three timeframes associated with an incident:

The majority of Prevention, Protection, and Mitigation activities generally occur before an incident. Response activities occur during an incident, and Recovery activities occur after an incident. IHEs also have ongoing activities that can occur throughout an incident. Response activities occur during an incident and occur after an incident. To help avoid confusion over terms and allow for ease of reference, herein these activities are referred to as "before", "during", and "after."

The Planning Process

The Planning Process

Step 1: Form a Collaborative Planning Team

Step 2: Understand the Situation

Step 3: Determine Goals and Objectives

Step 4: Plan Development (Identifying Courses of Action)

Step 5: Plan Preparation, Review, and Approval

Step 6: Plan Implementation and Maintenance

 [Related Resources](#)

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[Next Page](#) 

IHE Guide

- IHE GUIDE
- Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education: At a Glance
- Presidential Policy Directive (PPD) 8
- Planning Principles
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- Functional Annexes
- Threat- and Hazard-Specific Annexes
- Next Steps

GUIDE FOR DEVELOPING HIGH-QUALITY EMERGENCY OPERATIONS PLANS FOR INSTITUTIONS OF HIGHER EDUCATION: AT A GLANCE

Our nation's postsecondary institutions are entrusted to provide a safe and healthy learning environment for students, faculty, and staff who live, work, and study on campus. Faced with emergencies ranging from *active shooter* situations to fires, tornadoes, floods, hurricanes, earthquakes, and pandemics, IHEs often have little to no warning; therefore, they must help ensure the safety and well-being of their communities.

Lessons learned from emergency incidents involving first responders to implement these plans and keep students and staff safe, IHEs play a critical role in emergency from occurring. IHE personnel must respond to emergency incidents through instruction before first responders arrive, as well as their community. The IHE emergency operations plan (EOP) including first responders (law enforcement officers, fire department officials, and emergency medical services [EMS] personnel), emergency managers, and public health and mental health practitioners to provide a cohesive, coordinated response.

Related Resources

- [Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education](#)
- [Resources Supporting the IHE Guide](#)

Close



Related Resources

On June 18, 2013, the White House released guides for developing high-quality emergency operations plans for schools and institutions of higher education (IHEs). 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,

The “A Closer Look” Web Page

IHE KEY TOPICS

A Closer Look

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (the Clery Act)

Information Sharing

Incorporating International Students into IHE Emergency Management and Planning

Campus Public Safety

Active Shooter Situations

Psychological First Aid (PFA)

National Incident Management System

A CLOSER LOOK

This Federal guidance, developed as part of the *Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education* provides information on six key topics that support emergency operations planning including, but not limited to, The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, information sharing (*Family Educational Rights and Privacy Act* and the *Health Insurance Portability and Accountability Act*), incorporating international students into IHE emergency management and planning, campus public safety, *active shooter* situations, and psychological first aid.

- [The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act \(the Clery Act\)](#)
- [Information Sharing](#)
- [Incorporating International Students into IHE Emergency Management and Planning](#)
- [Campus Public Safety](#)
- [Active Shooter Situations](#)
- [Psychological First Aid \(PFA\)](#)
- [National Incident Management System \(NIMS\)](#)



Community of Practice

The screenshot displays the REMS (Readiness and Emergency Management for Schools) Technical Assistance Center website. At the top, there are social media sharing options (Facebook, Twitter, LinkedIn, YouTube, Email) and navigation links for 'Contact Us', 'Follow Us', 'CoP Log In' (highlighted with a red box), 'Advanced Search', and a search bar. The main navigation bar includes 'HOME', 'K-12 SCHOOLS & DISTRICTS', 'HIGHER EDUCATION', 'TECHNICAL ASSISTANCE', and 'ABOUT US'. The 'TECHNICAL ASSISTANCE' dropdown menu is open, listing: 'Community of Practice', 'Resources', 'Tool Box', 'Virtual Trainings', 'EOP Interactive Tools', 'Trainings By Request', 'Request TA', and 'Grantee Corner'. A white arrow points from the 'Community of Practice' menu item to a dark blue sidebar on the right, which lists the same items in a vertical stack. The main content area features a large background image of a mossy tree trunk with the text 'PREVENT ▣ PROTECT ▣ MITIGATE * RECOVER'. Below this are three content boxes: 'QUICK LINKS' with icons for 'Request a Live Training', 'Take a Virtual Training', 'Request Technical Assistance', and 'Use an EOP Interactive Tool'; 'DEVELOP A HIGH-QUALITY EOP' with a photo of people in a meeting and text about Federal guides; and 'NEWS & HIGHLIGHTS' with a photo of a FEMA sign and text about 'Recommended Seismic Provisions for New Buildings and Other Structures'. A white arrow points down from the bottom of the main content area.

Community of Practice

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REMS
TECHNICAL ASSISTANCE CENTER

Community of Practice (CoP)

A virtual space for schools, school districts, institutions of higher education (IHEs), and their community partners to collaborate, share, and learn from the experiences of others in the field

CoP HOME | ABOUT THE CoP | RULES | JOIN | LOG IN

WHERE PARTNERS IN SCHOOL AND HIGHER ED SAFETY COME TOGETHER

The REMS TA Center CoP is a collaborative of practitioners with the collective aim to enhance the ability of schools, school districts, IHEs, state education agencies (SEAs), and their community partners to develop high-quality emergency operations plans (EOPs) and implement comprehensive emergency management planning efforts through the sharing of ideas, experiences, lessons learned, and by engaging with one another on these important topics.

Collaborate | Share | Get Inspired | Get Support

Create or join a [community huddle](#) to initiate conversations and topics specific to smaller, more focused groups within the nationwide CoP.

Anyone involved in the field of school and/or IHE emergency management is welcome to join, from members of emergency operations planning teams and law enforcement officers to community members and parents.

JOIN | LEARN MORE | LOG IN

Forum Title	Threads	Latest post
 AMERICA'S PREPAREATHON! Share how you've participated in this national campaign in April, September, and year-round	0	
 IHE FEDERAL GRANT OPPORTUNITIES Visit this forum for current grant program opportunities that focus on issues directly related to higher ed emergency management and are administered by the U.S. Department of Education or Federal partner agencies.	7	FY2015 Hazard Mitiga... 7/21/2015
 SHARE YOUR ONLINE TRAINING RESOURCES! Do you have a state-based resource you'd like to share with other states or community members? Post it here!	0	
 IHE EMERGENCY MANAGEMENT RESOURCES Visit this forum for up-to-date resources from the REMS TA Center, U.S. Department of Education, and Federal partners in higher ed safety.	11	The 2015 NEHRP Provl... 10/5/2015
 SHARE EOP SECTIONS WITH YOUR COLLEAGUES Share a high-quality section of your higher ed EOP and see examples of good work produced by your colleagues.	1	Share Higher Ed EOP ... 10/21/2014

Resources

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TECHNICAL ASSISTANCE

- Community of Practice
- Resources
- Tool Box
- Virtual Trainings
- EOP Interactive Tools
- Trainings By Request
- Request TA
- Grantee Corner



RESOURCES

The REMS TA Center develops and disseminates a variety of resources for emergency management personnel, school districts, and institutions of higher education (IHEs) with their emergency management needs. Visit the following web pages below.

Specialized Training Packages

Are you seeking materials to train colleagues or brush up on your emergency management? Visit this page to download training materials.

Keeping Students and Staff Safe from Infectious Diseases

We continually update this page and disseminate resources to help you maintain control in schools and on postsecondary campuses, colleges, and universities. Visit this page to access Federal recommendations.

State Emergency Management Resources

School and higher ed emergency management staff can find a wealth of information related to safety and emergency management on this page.

Publications

We produce a variety of publications in collaboration with our partners. These include lessons learned, success stories, helpful hints, and other resources.

Creative Materials

Interested in sharing information about the Federal *School Guide* or *IHE Guide*, Community of Practice, or our EOP Interactive Tools with your colleagues? Visit this page to download [Web banners and email signature banners](#) you can place on your site and/or email messages.

America's PrepareAthon!

We are proud to participate along with the Federal Emergency Management Agency (FEMA) and our Federal family in [America's PrepareAthon!](#), a nationwide, community-based action campaign. Visit this page to learn how you and your school, school district, IHE, or State Education Agency (SEA) can participate through the REMS TA Center or FEMA, and stay connected.

Great ShakeOut Earthquake Drill

We are proud to participate along with FEMA and our Federal family in the [Great ShakeOut Earthquake Drill](#). Visit this page to stay connected and to learn how you and your school, school district, IHE, or SEA can participate through your state.

- **Keeping Students and Staff Safe from Infectious Diseases**
- **State Emergency Management Resources**
- **Publications**
- **Creative Materials**
- **America's PrepareAthon!**
- **Great ShakeOut Earthquake Drill**



Resources on Infectious Diseases

KEEPING STUDENTS AND STAFF SAFE FROM INFECTIOUS DISEASES

The REMS TA Center offers a variety of resources related to infectious disease planning and everyday infectious disease control in schools and on postsecondary campuses. Click on the infectious disease types below to access more resources for K-12 schools and institutions of higher education.

[Ebola Virus](#)

[Attachment to Public Guidance on Protecting Civil Rights While Responding to the Ebola Virus: Reference Guide on Legal Protections Against Discrimination](#) (U.S. Department of Justice)

[HIPAA Privacy in Emergency Situations](#) (U.S. Department of Health and Human Services)

Information for IHEs

- [Advice for Colleges, Universities, and Students about Ebola in West Africa](#) (U.S. Centers for Disease Control and Prevention)

[Seasonal Flu](#)

[Non-Polio Enterovirus](#)

[Measles](#)

[Tuberculosis](#)

Everyday Infectious Disease Planning in IHEs and Schools

Tool Box. You can access procedures, planning guidelines, and templates here. If you have a resource you'd like to share with the emergency management community, feel free to upload it for consideration via our Tool Box Submission form:

<http://rems.ed.gov/ResourceSubmission/ResourceSubmissions.aspx>

Tool Box

WELCOME TO THE TOOL BOX

The Tool Box is a virtual library of tools developed by school emergency managers in the field containing resources pertinent to the needs of schools, school districts, State Education Agencies (SEAs), and institutions of higher education (IHEs) and their community partners, as they engage in the process of school and higher ed emergency management planning. These resources include sample drills, tabletops or other exercises; job descriptions; memorandums of understanding (MOUs) with community partners; organizational charts; planning guidelines or sample policies; and components of school or IHE emergency operations plans (EOPs), tools, and templates.

Help Fill the Tool Box

Are you interested in submitting a tool or template for inclusion in our Tool Box? Fill out our [Tool Box Submission Form](#).

Fill out a Tool Box Submission Form to share your tool or template with the TA Center!

<http://rems.ed.gov/ToolBox.aspx>

- Checklists
- Drills, Tabletops, or other Exercises
- Forms
- Job Descriptions
- Memorandum of Understanding (MOU)
- Organizational Charts

- Planning Guidelines
- Procedures
- Reports
- Policies
- Templates
- Tools

Online Course

Developing Emergency Operations Plans (EOPs) IHE 101

Duration: 90-120 min

Seven Modules:

- Module 0–Course Overview
- Module 1–Introduction and Planning Principles
- Module 2–Step 1: Form a Collaborative Planning Team
- Module 3–Step 2: Identify and Prioritize Threats and Hazards
- Module 4–Step 3 & Step 4: Develop Goals, Objectives, & Courses of Action
- Module 5–Step 5 & Step 6: Preparing, Implementing, and Maintaining the Plan
- Module 6–Developing Functional and Threat- and Hazard-Specific Annexes

Webinars



- Integrating Cybersecurity with Emergency Operations Plans (EOPs) for Institutions of Higher Education (IHEs)
- Campus Public Safety: A Closer Look
- Using Federal Resources to Enhance Campus Security and Emergency Management Planning
- Active Shooter Situations: Describing Unique Challenges Involved in Preparing for, Responding to, and Recovering from a School-Based or Postsecondary Institution Shooting
- The REMS TA Center at a Glance: Supporting Your Emergency Management Needs Before, During, and After an Emergency

EOP Interactive Tools

EOP ASSESS

- Assess your understanding of elements critical to the process of creating and maintaining a high-quality EOP

EOP EVALUATE

- Evaluate an established EOP against the process recommended in the *IHE Guide*

EOP ASSESS



*Start assessing your understanding
of fundamental concepts in
emergency management planning.*

EOP ASSESS



Audience: Individuals and planning teams at K-12 schools, school districts, and IHEs.

Purpose: Help individuals involved in emergency management planning activities **assess** understanding of elements critical to process of creating and maintaining high-quality EOPs.

Output: Users are provided a downloadable report with customized information to enhance knowledge of the planning process and developing high-quality EOPs.

EOP EVALUATE



Start evaluating your existing EOP against Federal recommendations in emergency management planning.



Audience: Individuals and planning teams at schools, school districts, and IHEs.

Purpose: Help schools and IHEs *evaluate* an established EOP.

Output: Users are provided a downloadable report that may help identify areas where an existing EOP can be improved as it relates to the Federal guidance.

Trainings by Request



Developing Emergency Operations Plans (EOPs) IHE 101 Training

- 4-hour Train-the-Educator
- 8-hour Train-the-Trainer

Developing Emergency Operations Plans (EOPs) IHE 101 Train-the-Trainer (TtT) Training

- An 8-hour overview of recommended planning processes and key considerations for creating, revising, or enhancing higher ed emergency operations plans (higher ed EOPs).
- Designed for potential future trainers (master trainers) from participating IHEs responsible for training site-based planning teams.
- It is also applicable for faculty, staff, administrators, or others who serve on an EOP planning team, and other interested community stakeholders, including first responders and law enforcement.

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

TRAININGS BY REQUEST

Developing Emergency Operations Plans (EOPs) IHE 101 Train-the-Trainer (TtT) Training

An overview of recommended planning processes and key considerations for creating, revising, or enhancing EOPs for institutions of higher education (IHEs)

The REMS TA Center, in partnership with the U.S. Department of Education, (ED) Office of Safe and Healthy Students (OSHS), is pleased to offer the "Developing Emergency Operations Plans (EOPs) IHE 101 Train-the-Trainer (TtT) " (IHE 101 TtT) Training by Request (TBR). This on-site, 8-hour TBR presents important Federal guidance on emergency management planning for IHEs.

TRAINING DESCRIPTION

Our nation's postsecondary institutions are entrusted to provide a safe and healthy learning environment for students, faculty, and staff who live, work, and study on campus. Faced with emergencies ranging from fires, tornadoes, floods, hurricanes, earthquakes, to pandemic influenza and other infectious diseases, and active shooter situations, this is no easy task. It is critical for IHEs to plan ahead to help ensure the safety and general welfare of all members of the campus community.

In June 2013, the Obama Administration released the [Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education](#) (IHE Guide) which provides an overview of Federal guidance on IHE emergency management planning. The IHE Guide, produced by ED; the U.S. Departments of Education; Justice, led by the Federal Bureau of Investigation; the U.S. Department of Homeland Security, led by the Federal Emergency Management Agency; and U.S. Department of Health and Human Services, incorporates lessons learned from recent events, as well as years of emergency planning work by the Federal government, to present a recommended process, important content elements, and key considerations for higher ed emergency operations plan (higher ed EOP) development. Lessons learned from emergencies involving IHEs highlight the importance of preparing IHE officials and

first responders to implement higher ed EOPs. In collaboration with their local government and community partners, IHEs can take steps to plan for these potential emergencies through the creation of a high-quality higher ed EOP. With this IHE 101 TtT TBR, an expert team will train potential master trainers on the recommended six step planning process to create a high-quality higher ed EOP, which includes the following:

- Step 1: Forming a Collaborative Planning Team
- Step 2: Understanding the Situation
- Step 3: Determining Goals and Objectives
- Step 4: Plan Development
- Step 5: Plan Preparation, Review, and Approval
- Step 6: Plan Implementation and Maintenance

This six step planning process is designed to help IHEs develop a plan, conduct a comprehensive review of their entire plan, or conduct periodic and incremental reviews of a plan's components. The planning process discussed during the IHE 101 TtT TBR is flexible and can be adapted to accommodate an IHE's unique characteristics and situation.

WHO SHOULD ATTEND?

The IHE 101 TtT TBR is designed for potential master trainers from participating IHEs responsible for training site-based planning teams interested in creating, revising, or enhancing higher ed EOPs. The training is also applicable for IHE personnel who serve, or will serve, on their IHEs EOP planning team; and other interested stakeholders, including first responders, emergency medical services personnel, campus and/or public health officials, campus and/or city police, students, and other campus and community partners.



If you have questions or need additional assistance, please contact the REMS TA Center at 1 (855) 781-7367 or via e-mail at info@remstacenter.org.



Developing Emergency Operations Plans (EOPs) IHE 101 Train-the-Trainer (TtT) Training

At the conclusion of this course, participants will be able to:

- Implement key planning principles across all steps of the planning process.
- Form a core planning team.
- Identify and prioritize threats and hazards.
- Develop goals, objectives, and Courses of Action.
- Write, finalize, implement, and maintain a higher ed EOP.
- Develop Functional and Threat- and Hazard-Specific Annexes.

Request TA

REQUEST TECHNICAL ASSISTANCE

REMS TA Center staff are available via email or our toll-free phone line to respond to your direct requests for technical assistance on a variety of topics, from questions about registering for a webinar or scheduling a training event, to topical inquiries about new issues in emergency management.

How do I request Technical Assistance from the REMS TA Center?

Please complete and submit our [TA Request Form](#). We will respond within 2 business days of receipt.

Call our toll-free telephone number, [1-855-781-REMS \[7367\]](tel:1-855-781-REMS). Our hours of operation are Monday to Friday, 9:00 a.m. to 5:00 p.m., EST. If you are prompted to leave a voice message, we will respond within two business days of receipt.

REMS TA Center staff are available via email or our toll-free phone line to respond to your direct requests for technical assistance on a variety of topics, from questions about registering for a webinar or scheduling a training event, to topical inquiries about new issues in emergency management.

Sign up for our Mailing List!

If you would like to receive e-mail notifications regarding the availability of upcoming webinars, trainings, new information and other REMS TA Center events, send a [notification request](#). We will let you know when new resources become available.

Share your Feedback!

We always welcome your input on the resources available on our website, and suggestions for additional resources you would find helpful. [Drop us a note](#) to share your feedback, or to let us know about a high-quality plan or plan component, novel or innovative practice, or a story of lessons learned from an actual emergency you would like to contribute to the field.

Sample Questions We Answer

- What is the new Federal guidance for emergency operations plan development, and how does it differ from what was provided before?
- What if I am registered for a webinar and cannot find my confirmation email?
- Where can I find sample tools to help with my assessment process?
- Do you offer trainings for delivery on-site?
- Where can I find real-life examples of emergency operations planning practices implemented by schools and school districts just like mine?
- How do I know if my school is compliant with the latest National Incident Management System (NIMS) guidelines and requirements?
- I would like to be better prepared for dealing with an *Active Shooter* situation on my campus. Do you provide topic-specific webinars or online trainings?

Connect With Us...Virtually



Via Social Media

- Follow us on Twitter **@remstacenter**.
- Share our Web pages with your social networks directly from the header of our Website!

Via Web chats

- Sign up for our mailing list and follow us on Twitter to get announcements about Web chats we host via our CoP and Twitter.
- Send ideas for Web chat topics to info@remstacenter.org or tweet us **@remstacenter** and use the **#Webchat** hashtag.

Share:      | [Contact Us](#) | [Follow Us](#) |

Summary: How the REMS TA Center can meet your higher ed emergency management needs?

Emergency Management Needs	How the TA Center Can Help
Need help with staff training or professional development?	<ul style="list-style-type: none">• Webinars• Online courses• TBRs
Need support creating or enhancing higher ed EOPs?	<ul style="list-style-type: none">• EOP interactive tools• Virtual trainings
Want to connect with other IHEs?	<ul style="list-style-type: none">• The CoP can put you in touch with other practitioners around the country
Need information on other Federal resources?	<ul style="list-style-type: none">• The TA Center's comprehensive Website includes links to many resources offered by Federal partners
Need information on state requirements or resources?	<ul style="list-style-type: none">• Map infographic

Fall 2015 REMS TA Center Newsletter

Welcoming International Students and Scholars to Your Campus This Year? Tips for Being Ready

International students and visiting professors may not be citizens of this country; but, they do become members of your institution of higher education (IHE) campus community, which means that administrators and planning teams must consider them when developing and revising an emergency operations plan (EOP). Their unique status may prompt some questions and communication challenges in terms of how to incorporate them into the emergency management and planning processes. The [Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education \(IHE Guide\)](#) recommends a six-step planning process for EOP development that can help you address these challenges. If you have not already done so, this academic year may be a great time to review your EOP against the *IHE Guide* to ensure that it aligns with Federal laws and regulations related to emergency management and to ensure that all plans and procedures consider how to handle international students and scholars. We've outlined some items your EOP planning team might want to think about for each step of the planning process as it relates to the international members of your campus community.



- **Step 1: Form a Collaborative Planning Team.** Consider including a representative of your IHE's international student office in planning meetings.
- **Step 2: Understand the Situation.** Contact your legal department to make sure you complies with all Federal and international laws when conducting campus threat assessments.
- **Step 3: Determine Goals and Objectives.** During this step, be sure to include a member who understands the process to collaborate with local, state, and Federal enforcement in the case of an emergency that involves an international student or scholar.
- **Step 4: Plan Development (Identifying Courses of Action).** When conducting scenario-based planning and developing courses of action, make sure at least one international student so that you can match available resources to your EOP's requirements.
- **Step 5: Prepare, Review, and Approve the Plan.** Once your plan is complete, have your legal department and the international student office to ensure compliance with all laws.
- **Step 6: Implement and Maintain the Plan.** If your IHE does not do this already, consider hosting a special session for incoming students and scholars to ensure they are aware of what to do in the event of an emergency on campus.

For more information on how to incorporate international students and scholars into your emergency management and planning process, visit our website: <http://rems.ed.gov/IHEIncorporateIntlStudents.aspx>

Help Us Update Our Tools

State Map



Have you viewed our map of state emergency management resources? It showcases emergency management resources, safety and security mandates and details on laws related to adult misconduct in schools, and informs you of resources from your state, please visit info@remstacenter.org under the **State Emergency Management Resources**. We want this resource to be relevant and useful for YOU!

Tool Box

TOOL BOX MEMBERS

The Tool Box is a library of tools developed by the field containing relevant information and resources for emergency management planning. Please click the link to view the full list of tools and their descriptions.

Have you viewed our Tool Box library of tools developed by the field containing relevant information and resources for emergency management planning, pertinent to the needs of local agencies and institutions of higher education (IHEs) and their partners? If you have, please share your feedback on the process of school and IHE emergency management planning. Do you have a template to share? Visit [Submission page](#).

Quick Links

- [Request a Live Training](#)
- [Request Technical Assistance](#)
- [Take a Virtual Training](#)
- [Use an EOP Interactive Tool](#)
- [Join the Community of Practice](#)
- [Download REMSEXPRESS](#)
- [Access State Emergency Management Resources](#)
- [Fill Our Tool Box](#)

If you have questions or need to contact the REMS TA Center

<http://rems.ed.gov>

Don't Wait. Communicate and Participate in America's PrepareAthon! and the Great ShakeOut Drill



This month is not only the start of a new academic year, but it's also one of the most important months in the emergency management community—National Preparedness Month, which ends on September 30 with National PrepareAthon! Day. We know that many of you participated in the April 30 National PrepareAthon! Day. We know that you heard about what you did then and what you plan to do this month. Visit the REMS TA Center Community of Practice and the related America's PrepareAthon! forums to share how you've participated in this national campaign both in April and this month, and remember to register any and all activities via the FEMA site (ready.gov/prepare). There are many ways you can do that, including:

- Register for America's PrepareAthon! via the PrepareAthon! Website.
- Update the national preparedness community on the activities you are planning.
- Add an event to the America's PrepareAthon! page and update your participants count.

And don't forget that the campaign continues through October, with communities, schools, and institutions of higher education around the country participating in the Great ShakeOut Earthquake Drill, an annual opportunity to practice what to do during earthquakes and to improve preparedness. Make sure that you register earthquake activities on the [Great ShakeOut Website](#), which are also counted in America's PrepareAthon! participation totals.

For general information about how to participate in America's PrepareAthon!, visit <http://rems.ed.gov/Prepareathon.aspx>.

For general information about how to participate in the Great ShakeOut Earthquake Drill, visit <http://rems.ed.gov/Shakeout.aspx>.

We've Been Around the Country and Back



Staff on the REMS TA Center team have spent the past 3 months bringing more than 15 subject matter experts to schools and school districts around the country to discuss key topics on school emergency management and to support training and preparedness efforts. Take a look at the places we've been and the places we'll be in September.

Interested in having us come to your neck of the woods? Visit our Training by Request page (http://rems.ed.gov/TA_TrainingByRequest.aspx) to learn how you can host a training at your school, school district, or institution of higher education.

A New School Year, a New Season, and a New Site

Further Information



Phone: (855) 781-7367 (REMS)

Email: info@remstacenter.org

Web: <http://rem.s.ed.gov>

Join the
Community of
Practice

Get the *Guides*

Access Virtual
Trainings

Request an
On-Site
Training

Follow us on
Twitter
[@remstacenter](https://twitter.com/remstacenter)

Agenda

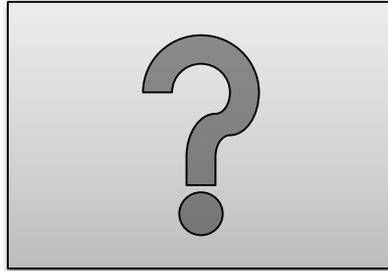
Introduction to Developing a High-Quality IHE EOP

REMS TA Center Resources and Services

Q&A Session

Web Chat

Q&A Session



Questions?

Web Chat

We encourage you to sign up and explore the REMS TA Center Community of Practice (CoP) now, as it is a powerful resource for schools, school districts, institutions of higher education, and their community partners to collaborate on special projects, share news and resources, discuss trends and ideas, and learn from the experiences of others in the field.

Visit <http://rems.ed.gov/COP/Default.aspx> to join.

If you have any questions or issues accessing the CoP, please contact the REMS TA Center at info@remstacenter.org.

Web Chat

You will now be automatically redirected to the Web Chat. If you experience technical difficulties at this time, please join the Web chat using the steps below:

1. Join or log in to the REMS TA Center Community of Practice (CoP). <http://rems.ed.gov/COP/Default.aspx>
2. Click **Community Forums** in the left-hand navigation.
3. Click **Higher Ed Resources** under IHE **Public Forums**.
4. Click **Web Chat @ 2:35 P.M. Today! Join Us!** to enter the forum.
5. Click **Add Reply** to post your question.