

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

EOP ASSIST

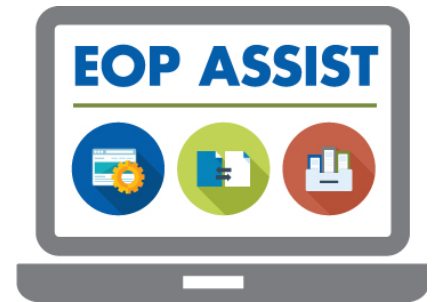
[Your State Agency or Regional Education Agency]

's

Free Emergency Operations Plan Development Tool – Available to You!

What is it?

EOP ASSIST is a software application created by the U.S. Department of Education's Readiness and Emergency Management for Schools Technical Assistance Center to help schools create and update high-quality school emergency operations plans (EOPs). This application is being hosted by _____ and being made available to you at no cost!



What does it do?

EOP ASSIST walks users through the six-step planning process recommended in the *Guide for Developing High-Quality School Emergency Operations Plans (School Guide)*. Released by the White House in June 2013, the *School Guide* is a joint publication of six Federal agencies built upon years of emergency planning work by the Federal government and on lessons learned from recent emergency events. In keeping with the *School Guide*, EOP ASSIST walks users through the recommended six-step planning process to help schools develop or revise their school EOPs. To support the planning process, EOP ASSIST also includes guidance, resources, and interactive tools, such as a calendar for scheduling regular plan reviews. Once users complete the six-step planning process, they will have a comprehensive, customized, and easy-to-update school EOP available as a Microsoft Word document. This EOP will reflect the recommendations of Federal agencies tasked with addressing issues of emergency preparedness. The features of EOP ASSIST will allow your school or school district to:

- facilitate collaboration among school planning team members, including community partners;
- compile all emergency management information in a single location;
- access relevant resources, guidance, and examples directly through the application's interface throughout the planning process;
- generate a comprehensive school EOP based on 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;

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- share the EOP with district and _____ officials, depending on how your institution configures the application's settings;
- schedule EOP reviews or meetings, and set deadlines for submitting EOPs.

How does it work?

We are hosting the application here on _____ servers so you do not need to worry about installing the application at your site. This “state-level hosting” allows all schools and districts within the _____ [state or region] to log in to the application to develop and revise their school EOPs, which are stored on our server. You will have the option of deciding who will access the application at your local site level. Because operational planning is best performed by a team, EOP ASSIST is designed to facilitate collaboration among a team of users.

The benefits to the application being hosted on _____ servers include:

- _____ personnel can develop a sample school EOP to distribute to all schools and districts;
- _____ personnel can communicate requirements and share resources directly through the app interface; and
- _____ personnel may easily review all school EOPs developed with the app *if* this feature is enabled by both _____ and local personnel. This two-door sharing feature ensures that EOPs will only be shared when the _____ and the school or district have both enabled EOP sharing.

What is the school district's role?

All district personnel are assigned the same user role: District Administrator. District Administrators are responsible for serving as the primary point of contact for School Administrators and can set up school profiles and accounts for school personnel. You may also review and contribute to school EOPs, collaborate on district emergency management planning efforts, and communicate district requirements. District Administrators should contact a State Administrator regarding questions.

What is the school's role?

School personnel are assigned one of two user roles: School Administrator or School User. **School Administrators** are emergency management practitioners with a leadership role on their school planning team. They serve as the primary points of contact for School Users and



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



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can set up accounts for school personnel. They may also develop, revise, and review their school EOP and coordinate school-level planning meetings and activities. School Administrators at independent schools should contact a State Administrator regarding questions, while those at schools within districts should contact a District Administrator regarding questions. **School Users** are emergency management practitioners who serve on their school planning team, but do not have a leadership role. They may use the application to develop, revise, and review their school EOP and coordinate school-level planning meetings and activities. School Users should contact a School Administrator regarding questions.



Is my information safe?

Yes. Installing EOP ASSIST on our server allows us to maintain complete control over the privacy and security of school EOPs. No one outside the _____ will have access to the data. We will host this application with the same security precautions used with any other software that houses confidential information.

Who will have access to my school EOP?

By hosting the application at _____ we can set-up independent profiles for all schools and districts and you can set up accounts for practitioners with a role in school or district emergency management planning. Your practitioners may then log in to the application using just the Internet and their unique log-in credentials to develop their own EOP. You may also choose whether and when you want to provide access for _____ personnel to review your plan. Only when the _____ and the school or district have both enabled EOP sharing through the application's two-door sharing feature will EOPs be shared.

Where do I start?

If you are ready to get started with EOP ASSIST and obtain your log-in credentials, please contact us at:

[Insert State Agency or Regional Education Agency Point of Contact Name and Contact Information].

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In the meantime, you are encouraged to review the following resources to familiarize yourself with EOP ASSIST and how to use the application:

EOP ASSIST User Manual

All users should review this document before they begin to use the application, and refer to it throughout the process. This manual contains information on using EOP ASSIST from all user levels, including directions on how to complete specific tasks within the application. Please check the box of the manual that is being used.

http://rems.ed.gov/Docs/EOP_ASSIST_3_0_UserManual.pdf or
http://rems.ed.gov/docs/EOP_ASSIST_2.0_Installation_Manual.pdf

An Overview of the Features and Functions of EOP ASSIST Video Tutorial

This video provides an overview of the general layout of the application and shows users how to log in, log out, and change their password.

<https://www.youtube.com/watch?v=GGAUYcC9Krw>

Using EOP ASSIST as an Administrator Video Tutorial

This video provides information on some of the management features of the application. It focuses on School Administrators and District Administrators, and how they can manage user accounts, school profiles, and school EOPs.

<https://www.youtube.com/watch?v=-uAYLFQU9o>

Creating a School EOP With EOP ASSIST: A Focus on the Planning Process Video Tutorial

This video provides information on generating a school EOP using the application and reviews the Planning Process and My EOP sections of the application.

<https://www.youtube.com/watch?v=ODHH2k47Yj0>

EOP ASSIST Discussion Forum

This forum on the REMS TA Center's Community of Practice allows current and potential users to share feedback, exchange ideas, and pose questions.

<http://rems.ed.gov/COP/REMSCOPforum/topics.aspx?ForumID=85>



Start creating and revising your school EOP using the recommended Federal planning process.

EOP ASSIST