

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

TRAININGS BY REQUEST

Developing Emergency Operations Plans (EOPs) K-12 101 Train-the-Trainer (TtT) Training

*An overview of recommended planning processes and key considerations
for creating, revising, or enhancing school EOPs*

The **REMS TA Center**, in partnership with the **U.S. Department of Education's (ED) Office of Safe and Supportive Schools (OSSS)**, is pleased to offer a day-long training that presents important Federal guidance on school emergency management planning. **The minimum number of participants for this training is 25, and the maximum number of participants is 150.**

TRAINING DESCRIPTION

Each school day, our nation's schools are entrusted to provide a safe and healthy learning environment for approximately 55 million elementary and secondary school students in public and nonpublic schools. In June 2013, the White House released the [Guide for Developing High-Quality School Emergency Operations Plans](#) (*School Guide*), which provides an overview of Federal guidance on school emergency management planning.

The *School Guide*, produced by ED and the U.S. Departments of Justice, led by the Federal Bureau of Investigation; Homeland Security, led by the Federal Emergency Management Agency; and Health and Human Services, incorporates lessons learned from recent events, like the school shooting in Newtown and the tornadoes in Oklahoma, as well as years of emergency planning work by the Federal government, to present a recommended process, important content elements, and key considerations for school EOP development. Lessons learned from school emergencies highlight the importance of preparing school officials and first responders to implement school EOPs.

In collaboration with their local government and community partners, schools can take steps to plan for these potential emergencies through the creation of a high-quality school EOP. With this

training, an expert team will train potential master trainers on the recommended six-step planning process to create a high-quality school 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 schools 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 training is flexible and can be adapted to accommodate a school's unique characteristics and situation.

WHO SHOULD ATTEND?

The intended audiences for this training are **potential master trainers responsible for training site-based planning teams**; those interested in creating, revising, or enhancing school EOPs; and those with roles and responsibilities in school safety, security, and emergency preparedness, including, but not limited to:

- School district and school administrators, educators, support staff, and members of an EOP planning team; and
- Community partners, such as fire officials, emergency medical services personnel, law enforcement and school resource officers, local public health officials, and local mental/behavioral health practitioners.