

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

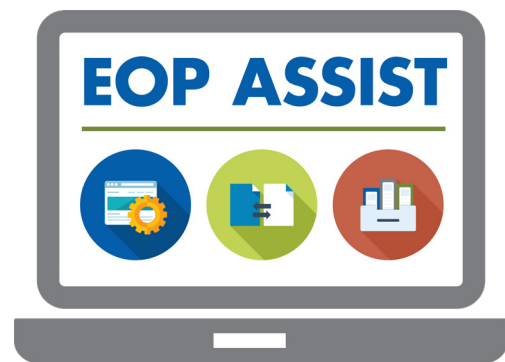
EOP ASSIST SOFTWARE

The U.S. Department of Education and the REMS TA Center present

A Free Web-Based App to Create Your EOP

Our nation's schools and school 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 challenging task.

To help school administrators and emergency management personnel create or revise their EOPs, the Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center offers a free plan development software application (app), **EOP ASSIST**. This user-friendly app walks school and school 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 (School Guide)** and includes a number of enhanced features and functions.



DID YOU KNOW...?

- The **School Guide** is a joint product of six Federal agencies and builds upon years of emergency planning work by the Federal government.
- The **School Guide** 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 **School Guide** to meet create or revise their EOPs, and to align their practices with those at the national, state, and local levels.

EOP ASSIST's features allow public and nonpublic schools to:

- Facilitate collaboration among school planning team members, including community partners;
- Compile all emergency management information in a single location;
- Access relevant resources and help topics directly through the app 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 school district policies and/or other factors, such as resource availability;
- Share the EOP with school district, regional, and/or state officials, depending on how your institution configures the app's settings; and
- Schedule EOP reviews or meetings, and set deadlines for submitting EOPs.

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Management Options

School district administrators and emergency management personnel may use management features in **EOP ASSIST** that provide the following abilities:

- Input school-specific EOP information for individual schools, as well as school districtwide EOP information for all schools;
- Communicate school district requirements and share state or local resources directly through the app interface;
- View EOPs from individual schools to assist schools in their planning process and ensure that they incorporate all school district requirements;
- Manage user access for each school's planning team;
- Monitor the progress of schools in developing their EOPs to provide assistance where necessary; and
- Access a single, comprehensive calendar that displays all events planned for each school.

State agencies and regional education agencies (REAs) can also host **EOP ASSIST** for all schools and school districts within their jurisdiction. This **state-level hosting option** includes the following features:

- State, REA, school district, and school personnel may choose to enable or disable state/REA access to school EOP(s) using the app's two-door sharing feature, ensuring that EOPs will only be shared when the state or REA and the school or school district have both enabled EOP sharing;
- State and REA personnel may easily review all school EOPs developed with the app;

- State and REA personnel can communicate state or regional requirements and share state resources directly through the app interface; and
- State and REA personnel can develop a sample school EOP to distribute to schools and school districts throughout their jurisdiction.

Technology Requirements

Education agencies must install **EOP ASSIST** on a server and it is compatible with a variety of freely available software and systems. These include Linux, Microsoft Windows, and Mac OS X operating systems running either Apache HTTP Server or IIS. PHP is the required scripting language and MySQL or Microsoft SQL Server are the compatible relational database management systems. Users access the app through a Web browser, such as Internet Explorer, Google Chrome, Mozilla Firefox, or Safari.

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

- **Local server installation.** Information is collected and stored on the server of the institution that installed the app, 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.** The app is compatible with existing security frameworks and SSL security protocols.
- **Multi-platform compatibility.** Users may access the app in a Web browser and no plug-ins are required.



Download EOP ASSIST today at
<https://rems.ed.gov/EOPASSIST.aspx>