

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

## Federal Resources and Tools Supporting Use of *The Role of Districts in Developing High-Quality School Emergency Operations Plans: A Companion to the School Guide* and the *Guide for Developing High-Quality School Emergency Operations Plans*

### Guidelines, Publications, and Tool Kits

*Guide for Developing High-Quality School Emergency Operations Plans (School Guide)* (PDF and At-a-Glance versions). A guide developed in collaboration by six federal agencies to support school core planning teams in the development of high-quality emergency operations plans (EOPs) that address all hazards. PDF version available at [https://rems.ed.gov/docs/REMS\\_K-12\\_Guide\\_508.pdf](https://rems.ed.gov/docs/REMS_K-12_Guide_508.pdf). At-a-Glance version available at <https://rems.ed.gov/K12GuideForDevelHQSchool.aspx>.

*Developing and Maintaining Emergency Operations Plans: Comprehensive Preparedness Guide 101, Version 2.0*. A publication outlining recommendations related to developing and maintaining EOPs that was created and published by the U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA) in November 2010. Available at [https://www.fema.gov/pdf/about/divisions/npd/CPG\\_101\\_V2.pdf](https://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf).

*Resources Supporting the Guide for Developing High-Quality School Emergency Operations Plans*. Available at [https://rems.ed.gov/docs/Guide\\_for\\_Developing\\_High-Quality\\_School\\_Emergency\\_Operations\\_Plans-Resources07172013R.pdf](https://rems.ed.gov/docs/Guide_for_Developing_High-Quality_School_Emergency_Operations_Plans-Resources07172013R.pdf).

*Building Blocks to School Safety — A Toolkit for Schools and School Districts for Developing High-Quality Emergency Operations Plans*. A tool kit that provides a compendium of key resources for practitioners in school emergency management who are interested in gaining an understanding of the recommendations included in the *School Guide*. Available at [https://rems.ed.gov/docs/BuildingBlocksToSchoolSafety\\_ToolkitForEOPs.pdf](https://rems.ed.gov/docs/BuildingBlocksToSchoolSafety_ToolkitForEOPs.pdf).

The following resources are included in this tool kit, along with others:

- ***REMS TA Center Informational Resources for K–12 Schools, by Topic***. A document that provides an overview of resources developed and offered by the REMS TA Center; it is organized based on relevant topics in school emergency management.
- ***REMSExpress (Volume 5, Issue 2, 2014): “Principles for Creating a High-Quality School Emergency Operations Plan.”*** An article that shares key planning principles for consideration in EOP development.

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- **REMSExpress (Volume 5, Issue 4, 2014): “K–12 Six-Step Planning Process.”** An article that provides an overview of the six steps recommended for EOP development in the *School Guide*.
- **Checklist of Steps in Planning Process.** A checklist to help individuals and school core planning teams summarize key elements that will help schools develop a systematic approach to developing an EOP.

*Emergency Management Virtual Toolkit.* A web-based, synchronized tool kit that state education agencies and local education agencies can add to their sites to ensure that they provide the latest information from federal partners on key topics in school emergency management. Available at <https://rems.ed.gov/EMVirtualToolkitRegistration.aspx>.

*Enhancing School Safety Using A Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence.* A U.S. Secret Service guidance document that provides details on a recommended threat assessment model specific to targeted school violence.

Available at:

[https://www.secretservice.gov/data/protection/ntac/USSS\\_NTAC\\_Enhancing\\_School\\_Safety\\_Guide\\_7.11.18.pdf](https://www.secretservice.gov/data/protection/ntac/USSS_NTAC_Enhancing_School_Safety_Guide_7.11.18.pdf).

*After a School Tragedy...Readiness, Response, Recovery and Resources.* This publication was produced by the Mental Health Technology Transfer Center Network, which is funded by the Substance Abuse and Mental Health Services Administration. It provides an overview of considerations for education agencies and their partners to consider as they manage the secondary trauma associated with recovery after emergency events. Available at

[https://mhhtcnetwork.org/sites/default/files/2019-05/After%20a%20School%20Tragedy\\_FINAL050919.pdf](https://mhhtcnetwork.org/sites/default/files/2019-05/After%20a%20School%20Tragedy_FINAL050919.pdf)

*Post Disaster Reunification of Children-A Nationwide Approach.* A comprehensive overview of the coordination processes necessary to reunify children separated from their parents or legal guardians because of a disaster. Available at <https://www.fema.gov/media-library/assets/documents/85559>.

*Unaccompanied Minors Registry (UMR).* A tool to support the reunification of displaced children with their parents or legal guardians of children displaced by disaster. Available at <https://umr.missingkids.org>.

## EOP Interactive Tools

- **EOP ASSIST 4.0.** A software application for state agencies, individuals, and planning teams from K–12 schools and school districts that want to create or update a school EOP according to the federal six-step planning process using a software application. Available at <https://rems.ed.gov/EOPASSIST/EOPASSIST.aspx>.

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- **EOP ASSIST Interactive Workbook.** A print-based workbook for K–12 schools and school districts that want to create or revise their school EOPs but cannot or do not wish to download and install the EOP ASSIST 4.0 software application on a local server. Available at <https://rems.ed.gov/EOPASSISTInteractiveWorkbook.aspx>.
- **EOP ASSESS.** A web-based application for individuals and planning teams at K–12 schools, school districts, and institutions of higher education that need to assess understanding of elements critical to the process of creating and maintaining high-quality EOPs. Available at [https://rems.ed.gov/Assessment/K-12/A\\_Demographic.aspx](https://rems.ed.gov/Assessment/K-12/A_Demographic.aspx).
- **EOP EVALUATE.** A web-based application for individuals and planning teams at K–12 schools, school districts, and institutions of higher education that need to evaluate an established EOP. Available at <https://rems.ed.gov/EOPEvalTool/K12IHEEvalTool.aspx>.

## Virtual Trainings and Downloadable Packages

### *Online Courses on Key Topics on School Emergency Management*

- **Developing Emergency Operations Plans (EOPs) K–12 101.** An online course that provides information about the development, assessment, review, implementation, and maintenance of a school EOP according to the federal *Guide for Developing High-Quality School Emergency Operations Plans*. Available at <https://rems.ed.gov/trainings/CourseK12EOP.aspx>.
- **School EOPs In-Depth: Developing a Bereavement and Loss Annex.** An online course to help users understand the significance of incorporating plans for responding to bereavement and loss in a high-quality school EOP as well as the common manifestations among children related to bereavement and loss. Available at <https://rems.ed.gov/trainings/CourseBereavement.aspx>.
- **School EOPs in Depth: Developing a COOP Annex.** An online course designed to help users learn the purpose and goals of a Continuity of Operations Planning (COOP) Annex, identify the circumstances that lead to COOP Annex activation, and develop a COOP Annex aligned with Steps 3 and 4 of the six-step planning process. Available at <https://rems.ed.gov/trainings/CourseCOOP.aspx>.
- **School EOPs in Depth: Developing a Food Contamination Annex.** An online course that provides information on incorporating food safety planning into a school EOP. Available at <https://rems.ed.gov/trainings/CourseFoodContam.aspx>.
- **School EOPs in Depth: Planning for Infectious Diseases.** An online course that offers information on incorporating infectious disease planning into a school EOP. Available at <https://rems.ed.gov/trainings/CourseInfectious.aspx>.

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- **School EOPs in Depth: Planning for Large Events.** An online course that discusses considerations specific to ensuring safety during and planning for emergencies that may occur at large events. Available at <https://rems.ed.gov/trainings/CourseLEP.aspx>.

Visit the REMS TA Center site to view K–12 online courses developed by the TA Center in collaboration with the U.S. Department of Education’s (ED) Office of Safe and Supportive Schools (OSSS), formerly known as the Office of Safe and Healthy Students (OSHS). Available at [https://rems.ed.gov/trainings/course\\_k12.aspx](https://rems.ed.gov/trainings/course_k12.aspx).

## Webinars

- **An Overview of the *Guide for Developing High-Quality School Emergency Operations Plans*.** Offers information about the contents of the *School Guide* and resources to support the development of a high-quality school EOP. Available at <https://rems.ed.gov/DevelopingHigh-QualityEmergencyOperationsPlans.aspx>.
- **Developing High-Quality School Emergency Operations Plans: An Overview.** Provides information about the contents of the *School Guide* and resources to support the development of a high-quality school EOP. This webinar also highlights the School Climate and Emergencies “A Closer Look” section of the *School Guide*. Available at <https://rems.ed.gov/DevelopingHigh-QualitySchool.aspx>.
- **Developing High-Quality School Emergency Operations Plans: A Collaborative Process.** Discusses the importance of incorporating community partners into the process of creating, implementing, and maintaining a high-quality school EOP. Available at <https://rems.ed.gov/DevelopingHQSchoolEOPs.aspx>.
- **EOP ASSIST: Features, Functions, and Recent Enhancements.** Outlines the features and functions of the EOP ASSIST software application. A demonstration of the software application and information about the offline version of the tool, the EOP ASSIST Interactive Workbook, is also provided. Available at <https://rems.ed.gov/EOPASSISTFeaturesandRecentEnhancements.aspx>.
- **Integrating Cybersecurity with Emergency Operations Plans (EOPs) for K–12 Schools.** Offers information about the importance of cybersecurity and network protection at schools. Information on incorporating cybersecurity into the six-step planning process is also provided. Available at <https://rems.ed.gov/IntegratingCybersecurityForK12.aspx>.
- **Integrating Human Trafficking with Emergency Operations Plans (EOPs) for K–12 Schools.** Provides information on incorporating human trafficking into a school EOP. Information about working with community partners is also provided. Available at <https://rems.ed.gov/IntegratingHumanTraffickingForK12.aspx>.

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- **PrepTalks: Youth-The Key to Building a Culture of Preparedness.** Highlights how children are great mobilizers, actors, and connectors within their communities for building a culture of preparedness. Available at <https://www.fema.gov/preptalks/thompson>.
- **PrepTalks: Children and Disasters-Reducing Vulnerability and Building Capacity.** This webinar brings to life the progress, ongoing challenges, and possibilities in reducing the vulnerability of children to disasters. Through her experience working directly with children, including a young survivor of Hurricane Katrina, Dr. Lori Peek gives emergency managers five specific ideas to reduce the vulnerability of children to disasters right now. Available at <https://www.fema.gov/preptalks/peek>.

## ***Specialized Training Packages on Key Topics in Emergency Management***

Visit the REMS TA Center site for information about the following specialized training packages, which are self-paced, downloadable packages developed by the TA Center in collaboration with ED's OSSS. Available at <https://rems.ed.gov/TrainingPackage.aspx>.

- **Overview of the Six-Step Planning Process.** Outlines the National Preparedness Goal, the five preparedness missions, and the six-step planning process.
- **Large Event Planning.** Discusses the inclusion of and offers methods for incorporating large event planning into the six-step planning process and school EOPs.
- **Infectious Disease Planning.** Describes the functions and recommended contents of an Infectious Disease Annex and methods for incorporating Infectious Disease Annex development into the six-step planning process.
- **Continuity of Operations Planning.** Provides guidance specific to creating a COOP Functional Annex, as well as integrating this annex into the six-step planning process.
- **Developing a Food Contamination Annex.** Offers an overview of food contamination in schools, as well as a process for developing a Food Contamination Annex.
- **Responding to Bereavement and Loss.** Discusses the importance of integrating bereavement and loss with a school EOP and provides an overview of the common manifestations of bereavement and loss.
- **Integrating the Needs of Students and Staff With Disabilities and Other Access and Functional Needs.** Outlines multiple approaches for incorporating the needs of students and staff with disabilities and other access and functional needs as part of the six-step planning process.

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## On-Site Trainings by Request

- **Developing Emergency Operations Plans (EOPs) K–12 101 Train-the-Educator Training.** An on-site, half-day training opportunity that provides school personnel, planning team members, and community stakeholders with an overview of the recommended planning processes and key considerations for creating, revising, or enhancing school EOPs. Available at [https://rems.ed.gov/Docs/K-12\\_101\\_MarketingFlyerv2.pdf](https://rems.ed.gov/Docs/K-12_101_MarketingFlyerv2.pdf).
- **Developing Emergency Operations Plans (EOPs) K–12 101 Train-the-Trainer Training.** An on-site, full-day training opportunity that provides potential master trainers, school personnel, planning team members, and community stakeholders with an overview of the recommended planning processes and key considerations for creating, revising, or enhancing school EOPs. Available at <https://rems.ed.gov/Docs/K-12%20101%20TtT%20Marketing%20flyer%20102014.pdf>.

## Stay Connected!

### *Join and Start Conversations With Others in the Field on the REMS TA Center Community of Practice (CoP)*

Visit the CoP page of the REMS TA Center site to create an account to join the community and access the following forums and more:

- **Developing High-Quality EOPs for Schools.** Provides a space for K–12 planning team members to discuss and share information about experiences with EOP development and revision. Available at <https://rems.ed.gov/COP/REMSCOPforum/topics.aspx?ForumID=1>.
- **K–12 Emergency Management Resources.** Provides K–12 emergency management practitioners with information regarding the latest school safety resources developed by the REMS TA Center, ED, and federal partners. Available at <https://rems.ed.gov/COP/REMSCOPforum/topics.aspx?ForumID=72>.
- **EOP ASSIST Discussion Forum.** Provides a space for K–12 emergency management practitioners to discuss, exchange information, pose questions, and offer feedback about EOP ASSIST. Available at <https://rems.ed.gov/COP/REMSCOPforum/topics.aspx?ForumID=85>.
- **Training Opportunities.** Provides K–12 emergency management practitioners with information about upcoming on-site and virtual trainings hosted by federal partners in emergency management planning. Available at <https://rems.ed.gov/COP/REMSCOPforum/topics.aspx?ForumID=93>.

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- **Exercises and Drills — Planning and Practice.** Provides a space for K–12 emergency management practitioners to learn more and pose questions about national, state-specific, and local exercises and drills. Available at <https://rems.ed.gov/COP/REMSCOPforum/topics.aspx?ForumID=75>.
- **Share EOP Sections With Your Colleagues.** Provides a space for K–12 emergency management practitioners to share and discuss sections of school EOPs. Available at <https://rems.ed.gov/COP/REMSCOPforum/topics.aspx?ForumID=31>.
- **Using Scenario-Based Planning.** Provides a space for K–12 emergency management practitioners to share information about scenario-based planning strategies. Available at <https://rems.ed.gov/COP/REMSCOPforum/topics.aspx?ForumID=24>.

## ***Participate in National, State, and Local Campaigns and Initiatives***

The U.S. Department of Education’s (ED) Office of Safe and Healthy Students (OSHS) administers the Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center. OSHS and the REMS TA Center have produced a variety of free resources and provide free TA and training to schools and school districts on key topics in school emergency management. Visit the REMS TA Center’s Allied Partners in Emergency Management web page accessible at <https://rems.ed.gov> to view the following:

- A list of federal agencies and .gov-operated TA Centers that work individually and/or collaboratively to support national preparedness information on federal initiatives and campaigns that support school districts and schools in remaining engaged on the national, state, and local levels
- A link to the REMS TA Center’s State Map of Emergency Management Resources, which provides links to state-level emergency management agencies and information

FEMA’s Individual and Community Preparedness Division provides several free resources for students and school administrators. Resources are available at [www.ready.gov/youth-preparedness](http://www.ready.gov/youth-preparedness).

- **National Strategy for Youth Preparedness Education.** Developed by FEMA, ED, and the American Red Cross, the National Strategy for Youth Preparedness Education presents nine steps partners can take to help build a nation of prepared youth. The steps focus on building partnerships to enhance youth preparedness learning programs; connecting young people with their families, communities, first responders, and other youth; and increasing preparedness at school. More information is available at <https://www.fema.gov/media-library/assets/documents/96107>.
- **Children & Disasters Newsletter.** The FEMA Children & Disasters Newsletter is a resource for youth preparedness practitioners, educators, parents, children, and teens. It

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shares timely research, examples of successful youth preparedness programs, safety tips, and resources related to youth preparedness. More information is available at <https://www.fema.gov/media-library/resources-documents/collections/475>.

- **Student Tools for Emergency Planning (STEP).** STEP is a classroom-based emergency preparedness curriculum for fourth- and fifth-graders in an easy, ready-to-teach format. Students will learn about disasters, emergencies, and hazards, and how to create a disaster supply kit and family emergency communication plan. More information is available at <https://www.fema.gov/media-library/assets/documents/110946>.
- **Ready 2 Help.** Ready 2 Help is a card game that teaches youth how to stay safe and help in emergency situations. Ready 2 Help can be played by two to four players ages 8 and above. Parents, coaches, teachers, and other youth leaders can use the game and companion book to teach kids how to react to emergencies in a fun and friendly way. The game encourages discussion about preparedness using five simple steps: Stay Safe, Stay Calm, Get Help, Give Info, and Give Care. More information is available at <https://community.fema.gov/game>.
- **Teen Community Emergency Response Team (CERT):** Teen CERT basic training includes emergency preparedness and disaster response skills such as fire safety, light search and rescue, team organization, and disaster medical operations. High school students receive the CERT training, including classroom instruction, hands-on activities, and exercises to learn new life skills, serve their school and community, and experience the value of teamwork. More information is available at <https://www.fema.gov/media-library/assets/documents/28048>.
- **FEMA's National Youth Preparedness Council (YPC):** The YPC supports FEMA's commitment to involve America's youth in preparedness-related activities. It also provides an avenue to engage young people by considering their perspectives, feedback, and opinions. YPC members meet with FEMA staff throughout their term to provide input on strategies, initiatives, and projects. More information is available at <https://www.ready.gov/youth-preparedness-council>.

The U.S. Department of Homeland Security's Campus Resilience Program supports the academic community's safety and resilience efforts by building upon best practices, lessons learned, and resources already developed. The program provides free resources for the academic community to address a range of threats or hazards affecting schools and campuses nationwide. Resources are available at <https://www.dhs.gov/academicresilience>.

- **Campus Resilience Program Tabletop Exercise Series** is a collection of tailored events, each with unique objectives and outcomes, designed for the academic community. Each event in the series challenges participants with multifaceted threat-based scenarios

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that test and strengthen their institution's preparedness, response, and recovery capabilities. More information is available at <https://www.dhs.gov/academicresilience>.

- **Exercise Starter Kits** are a set of tools and resources for the academic community to self-conduct a tabletop exercise. The kits reinforce a school's specific emergency plans, protocols, and procedures, while also testing and strengthening its preparedness, response, and recovery capabilities when responding to an active shooter incident. More information is available at <https://www.dhs.gov/exercise-starter-kits-esks>.
- **Campus Resilience Program Resource Library** provides the academic community with resources, strategies, and templates to address a range of vulnerabilities and risks. This includes a variety of capacity-building resources and tools to empower practitioners and campus leaders to better prepare for, respond to, and recover from various threats and hazards posing a risk to the academic community. More information is available at <https://www.dhs.gov/campus-resilience-program-resource-library>.

If you have any questions about the information contained in this appendix, please contact the REMS TA Center Monday through Friday from 9 a.m. to 5 p.m. Eastern time at [info@remstacenter.org](mailto:info@remstacenter.org) or at 1-855-781-REMS [7367]. Follow the REMS TA Center on Twitter @remstacenter (<https://twitter.com/remstacenter>) for up-to-date information on new resources, services, and tools available to schools and school districts.



The REMS TA Center offers a variety of Trainings by Request for delivery on-site at your school, school district, or institution of higher education. For each training, we will provide—free of charge—training materials, as well as one or more expert trainers and TA Center staff support for the event hosted at your education agency site. Apply today:

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