

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

TRAININGS BY REQUEST

Developing Emergency Operations Plans (EOPs) IHE 101 Train-the-Educator (TtE)

*An overview of recommended planning processes and key considerations
for creating, revising, or enhancing higher ed 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 half-day training that presents important Federal guidance on emergency management planning for institutions of higher education (IHEs). **The minimum number of participants for this training is 50, and the maximum number of participants is 150.**

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, and 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 White House 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 operations planning. The *IHE 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, 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 EOP development.

Lessons learned from emergencies involving IHEs highlight the importance of preparing IHE officials and first responders to develop and implement higher ed EOPs.

In collaboration with their local government and community partners, IHEs can take steps to plan for potential emergencies through the creation of a high-quality higher ed EOP. With this training, an expert team will provide an overview of a 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 this training is flexible and can be adapted to accommodate an IHE's unique characteristics and situation.

WHO SHOULD ATTEND?

The intended audiences for this training are those who are interested in creating, revising, or enhancing higher ed EOPs and those with roles and responsibilities in higher ed safety, security, and emergency preparedness, including, but not limited to:

- IHE faculty, administrators, staff, campus public safety officials, students, campus public health officials, campus mental/behavioral health practitioners, and members of an EOP planning team; and
- Community partners, such as law enforcement and campus police, fire officials, emergency medical services personnel, local public health officials, and local mental/behavioral health practitioners.