

EOP Review Checklist

School emergency planners should develop emergency operations plans (EOPs) that are useful in practice, adhere to basic writing conventions, and comply with applicable laws. Please use the following checklist to help your planning team review your school EOP according to these criteria.

Does your school EOP use effective writing practices that clearly express the ideas of the plan? Please check all that apply.

- The plan summarizes important information with checklists and visual aids, such as maps and flowcharts.
- The plan is written clearly, using plain language, avoiding jargon, minimizing the use of abbreviations, and using short sentences and the active voice. Qualifiers and vague wording only add to confusion.
- The plan uses a logical and consistent structure that makes it easy for readers to grasp the rationale for the sequence of the information and to easily scan to retrieve the information they need.
- The plan provides enough detail to convey an easily understood plan that details specific actions.
- The plan is accessible to diverse audiences and is compatible with appropriate auxiliary aids and services to ensure effective communication, such as accessible websites, digital text that can be converted to audio or Braille, text equivalents for images, and captioning of any audio used in video content.

How useful is your plan in practice? Please review the following criteria to determine the effectiveness and efficiency of the plan. Please check all that apply.

Adequate

- The plan identifies and addresses critical courses of action.
- The plan can accomplish the assigned function.
- The plan's assumptions are valid and reasonable.

Feasible

- The school can accomplish the assigned function and critical tasks by using available resources.
- The school can accomplish the assigned function and critical tasks within the time contemplated by the plan.

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Acceptable

- The plan meets the requirements driven by a threat or hazard.
- The plan meets cost limitations.
- The plan meets time limitations.
- The plan is consistent with the law.

Complete

- The plan incorporates all courses of action to be accomplished for the selected threats and hazards and identified functions.
- The plan integrates the needs of the whole school community.
- The plan provides a complete picture of what should happen, when, and at whose direction.
- The plan estimates time for achieving objectives, with safety remaining as the utmost priority.
- The plan identifies success criteria and a desired end state.
- The plan conforms to the planning principles outlined in the *Guide for Developing High-Quality School Emergency Operations Plans*.

Compliant

- The plan complies with applicable Federal, State and local requirements, including the *Americans with Disabilities Act (ADA)* and *Title VI* regulations of the *Civil Rights Act of 1964*