

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

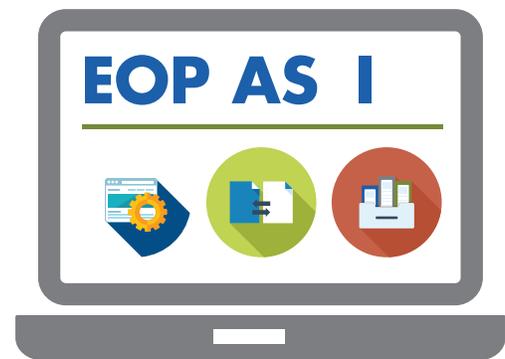
## EOP INTERACTIVE TOOLS

### 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 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.

#### What is EOP ASSIST 4.0?

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 has recently updated its free plan development software application (app), EOP ASSIST, and is pleased to announce the release of **EOP ASSIST 4.0**. This user-friendly app walks school and 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.



#### EOP ASSIST 4.0's features allow 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 district policies and/or other factors, such as resource availability;
- Share the EOP with 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.

#### DID YOU KNOW...?

- In June 2013, the White House released the *School Guide*, which 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.

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### District-wide EOP Management Options

**EOP ASSIST 4.0** incorporates management features for district administrators and emergency management personnel that provide the following abilities:

- Input school-specific EOP information for individual schools, as well as district-wide EOP information for all schools;
- Communicate 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 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-Level Hosting Option

**EOP ASSIST 4.0** also allows state agencies and regional education agencies (REAs) to host the app for all schools and districts within their jurisdiction. This option includes the following features:

- State, REA, 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 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 districts throughout their jurisdiction.

### Expanded Technological Compatibility

#### Server requirements:

**EOP ASSIST 4.0** is compatible with a variety of freely available software and systems. The app may be installed on any Linux, Microsoft Windows, and Mac OS X operating system running either Apache HTTP Server (recommended) or IIS. The app also requires PHP as its scripting language and MySQL or Microsoft SQL Server as its relational database management system.

#### Client requirements:

Users access the app through a Web browser, such as Internet Explorer, Google Chrome, Mozilla Firefox, or Safari.

### A Secure, Server-Based App

**EOP ASSIST 4.0** 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 4.0**  
today at <http://rems.ed.gov/EOPASSIST.aspx>.