



# EOP ASSIST:

A Software Application For  
K-12 Schools and School Districts

# User Manual

*Updated September 2015*

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## Chapter 1: Introduction

EOP ASSIST is a software application (app) designed to help K-12 school administrators and emergency management personnel create customized school emergency operations plans (EOPs) that address a variety of threats and hazards. The app was developed by the U.S. Department of Education, Office of Safe and Healthy Students and the Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center. This user-friendly app is based on the [Guide for Developing High-Quality School Emergency Operations Plans \(Guide\)](#). The *Guide*, released by the White House in June 2013, is a joint publication of six Federal agencies. It was built on years of emergency planning work by the Federal Government and on lessons learned from recent emergency events.

### Overview

In keeping with the *Guide*, EOP ASSIST walks users through the recommended planning process to help schools develop or revise their school EOPs. This process includes the following six steps:

1. Form a Collaborative Planning Team
2. Understand the Situation
3. Determine Goals and Objectives
4. Plan Development (Identify Courses of Action)
5. Prepare, Review, and Approve the Plan
6. Implement and Maintain the Plan

To support the planning process, EOP ASSIST also includes guidance, resources, and tools, such as a calendar for scheduling regular plan reviews. Once users complete the six-step planning process, they will have a comprehensive, customized, and easy-to-update school EOP. This EOP will reflect the recommendations of Federal agencies tasked with addressing issues of emergency preparedness.

### Intended Audience

Because operational planning is best performed by a team, EOP ASSIST is designed to facilitate collaboration among a team of users. Each member of a school's collaborative planning team can add, edit, and update any portion of his or her school EOP using the app. Additionally, district-level emergency management personnel can contribute to each school EOP and can oversee plan development for individual schools within their district. Further, state agencies can review their school EOPs directly through the app, if this feature is enabled.

Federal guidance recommends that a school's collaborative planning team include a wide range of school personnel, its families, and its community. As such, EOP ASSIST users may represent any of the following stakeholder groups: the school district or local education agency (LEA); the whole school community; local community partners with a responsibility in school emergency management; and the state department of education. It also can include the state education agency (SEA); state community partners; and/or additional partners with a role in school emergency management.

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

EOP ASSIST User Manual

## How to Use This Manual

This user manual includes helpful instructions for using EOP ASSIST and information about where to go for additional help. This manual is organized by chapters, which are summarized below.

- **Chapter 1** provides an overview of EOP ASSIST.
- **Chapter 2** helps users get started using EOP ASSIST, whether the app is hosted at the state-level, district-level, or school-level.
- **Chapter 3** provides information on account management, including how to log in and log out.
- **Chapter 4** reviews the overall layout of the app's sections and features.
- **Chapter 5** contains a description of the app's features for developing a school EOP.
- **Chapter 6** describes the added capabilities of the app for School Administrators, District Administrators, State Administrators, and Super Administrators.
- **Appendix A** recommends solutions for addressing different scenarios that users may encounter while using the app.
- **Appendix B** shows how the app is organized.
- **Appendix C** is a glossary that defines special terms used in the manual and in the app.

## Important Considerations

When reviewing this User Manual, you will notice that the app was intended for K-12 schools and districts. With that in mind, the following entities may host EOP ASSIST on their servers:

- An independent school.
- A school district, which grants access to schools in its district.
- A state agency, which grants access to school districts in the state. School districts are then able to grant access to schools within their districts.

For more information on downloading and installing the app, please refer to the [EOP ASSIST Installation Manual](#).

## Additional Assistance

The REMS TA Center is pleased to offer EOP ASSIST to support schools and school districts in creating high-quality school EOPs. For further assistance using this app, please contact the Help Desk via email at [info@remstacenter.org](mailto:info@remstacenter.org) or by phone, toll-free, at 1-855-781-REMS [7367]. Our hours of operation are Monday to Friday, 9:00 a.m. to 5:00 p.m., Eastern Time.

Let's start planning!

### Chapter 2: Getting Started

Welcome to EOP ASSIST! At this point, your information technology (IT) personnel have downloaded the app and installed it on your state, district, or school server. It is important to recognize whether your organization is hosting EOP ASSIST at the state or local level. State-level hosting means that districts and schools throughout your state may log in to develop and revise their own school EOPs, which are stored on the state agency’s server. District-level hosting, on the other hand, means that only users from the district (in a district office or in schools throughout the district) may log in to develop, revise, and view their school EOPs, which are stored on the district’s server. Likewise, school-level hosting means that only users from the school may log in to develop, revise, and view their school EOP, which is stored on the school’s server. To access EOP ASSIST and begin setting up for your level of hosting, please review the following subsections.

#### State-Level Hosting

If your state agency has installed EOP ASSIST onto its local server, the Super Administrator (the IT personnel who installs the software) will first need to create a State Administrator. The State Administrator will then need to create districts and independent schools that exist within your state.

#### Super Administrator Responsibilities

As the Super Administrator, you will begin by creating a State Administrator. Navigate to the Users Section.

**Before Using EOP ASSIST**

Based on the Federal *Guide for Developing High-Quality School Emergency Operations Plans*, EOP ASSIST is a user-friendly tool that walks school and district emergency management practitioners through the *Guide*'s recommended six step planning process.

Before initiating the process of developing a school EOP, it is recommended that EOP ASSIST users review additional school emergency management resources, including the following:

- Download and print a copy of the *Guide*. It will be useful to refer to the *Guide* while working with the *Guide* by completing any or all of the following activities:
- Read the *At-a-Glance* version of the *Guide*.
- View an archived [webinar](#) that introduces and summarizes the *Guide*.
- Complete a free, 90- to 120-minute [online course](#) on the *Guide*.
- Request a free, on-site training, [Developing Emergency Operations Plans \(EOPs\) K-12 101 Training](#), for your school, district, and/or broader school community.

In addition to becoming acquainted with the Federal guidance on the process for developing school EOPs, it is also recommended that EOP ASSIST users review additional school emergency management resources, including the following:

- [State-by-state requirements](#) for school EOPs;
- [A glossary](#) of emergency management terminology;
- [Guidance](#) on National Incident Management System (NIMS) Implementation Activities for Schools; and
- [A list of resources](#) supporting the *Guide for Developing High-Quality School Emergency Operations Plans*, which includes resources to support each of the six steps in the recommended planning process.

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

You will be presented with the User List, which contains all users with access to the app. Click the Create New User button.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Users** Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	john@state.gov	10001	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
Jane Johnson	jane@state.gov	10002	Active	State Administrator			No	Reset	Edit   Block
John Doe	john@state.gov	10003	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
John Smith	john@state.gov	10004	Active	School Administrator	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Doe	john@state.gov	10005	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
John Doe	john@state.gov	10006	Active	School User	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Doe	john@state.gov	10007	Active	School User	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Doe	john@state.gov	10008	Active	School Administrator	Public Schools District	Public Schools District	Yes	Reset	Edit   Block
John Doe	john@state.gov	10009	Active	School Administrator	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Doe	john@state.gov	10010	Active	School Administrator	Public Schools District	Public Schools District	No	Reset	Edit   Block

Showing 1 to 10 of 79 entries Previous 1 2 3 4 5 ... 8 Next



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

Fields will appear above the user list. Enter all the required fields (noted with an asterisk\* symbol) in the form that appears. Be sure to select State Administrator for the User Role. Then, click the Save button.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Create User** Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

### Create New User

\* First Name:

\* Last Name:

\* Email:

Phone Number:

\* User ID:

\* Password:  \* Confirm Password:

\* User Role: **State Administrator** ▼

**Save**

### Create New User

Show 10 entries

Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@state.gov	10001	Active	District Administrator	Public Schools	Public Schools	No	Reset	Edit   Block
John Smith	johnsmith@state.gov	10002	Active	State Administrator			No	Reset	Edit   Block
John Smith	johnsmith@state.gov	10003	Active	District Administrator	Public Schools	Public Schools	No	Reset	Edit   Block
John Smith	johnsmith@state.gov	10004	Active	School Administrator	Public Schools	Public Schools	No	Reset	Edit   Block
John Smith	johnsmith@state.gov	10005	Active	District Administrator	Public Schools	Public Schools	No	Reset	Edit   Block
John Smith	johnsmith@state.gov	10006	Active	School User	Public Schools	Public Schools	No	Reset	Edit   Block
John Smith	johnsmith@state.gov	10007	Active	School User	Public Schools	Public Schools	No	Reset	Edit   Block
John Smith	johnsmith@state.gov	10008	Active	School Administrator	Public Schools	Public Schools	Yes	Reset	Edit   Block
John Smith	johnsmith@state.gov	10009	Active	School Administrator	Public Schools	Public Schools	No	Reset	Edit   Block
John Smith	johnsmith@state.gov	10010	Active	School Administrator	Public Schools	Public Schools	No	Reset	Edit   Block

Showing 1 to 10 of 79 entries

Previous 1 2 3 4 5 ... 8 Next



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

The State Administrator name and other personal information will save, and the screen will return to the User List, along with a confirmation message indicating that a new user was created successfully.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Users** Logged in as: admin | Role: Super Admin

✓ New user created successfully!

User Management | School Management | District Management | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@ta.com	10001	Active	District Administrator		Texas State Public Schools	No	Reset	Edit   Block
John Smith	johnsmith@ta.com	10002	Active	State Administrator			No	Reset	Edit   Block
John Smith	johnsmith@ta.com	10003	Active	District Administrator		Texas State Public Schools	No	Reset	Edit   Block
John Smith	johnsmith@ta.com	10004	Active	School Administrator	Texas State Public Schools	District 1	No	Reset	Edit   Block
John Smith	johnsmith@ta.com	10005	Active	District Administrator		Texas State Public Schools	No	Reset	Edit   Block
John Smith	johnsmith@ta.com	10006	Active	School User	Texas State Public Schools	District 1	No	Reset	Edit   Block
John Smith	johnsmith@ta.com	10007	Active	School User	Texas State Public Schools	Texas State Public Schools	No	Reset	Edit   Block
John Smith	johnsmith@ta.com	10008	Active	School Administrator	Texas State Public Schools	District 1	Yes	Reset	Edit   Block
John Smith	johnsmith@ta.com	10009	Active	School Administrator	Texas State Public Schools	Texas State Public Schools	No	Reset	Edit   Block
John Smith	johnsmith@ta.com	10010	Active	School Administrator	Texas State Public Schools	District 1	No	Reset	Edit   Block

Showing 1 to 10 of 80 entries Previous 1 2 3 4 5 ... 8 Next

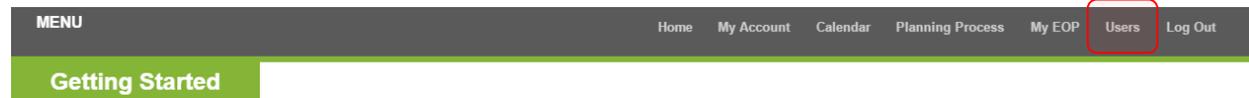


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At this point, the Super Administrator will need to share log-in credentials with the State Administrator. The State Administrator will then be responsible for creating districts and independent schools within the state.

### State Administrator Responsibilities

As a State Administrator, you will need to create districts and independent schools within your state. After signing in using the log-in credentials provided by the Super Administrator, navigate to the Users Section.



### Before Using EOP ASSIST

Based on the Federal *Guide for Developing High-Quality School Emergency Operations Plans*, EOP ASSIST is a user-friendly tool that walks school and district emergency management practitioners through the *Guide's* recommended six step planning process for creating a customized and downloadable school emergency operations plan (EOP).

Before initiating the process of developing a school EOP, it is recommended that EOP ASSIST users familiarize themselves with the *Guide* by completing any or all of the following activities:

- Download and print a copy of the *Guide*. It will be useful to refer to this *Guide* as you progress throughout the tool.
- Read the *At-a-Glance version* of the *Guide*.
- View an archived *webinar* that introduces and summarizes the *Guide* through both slides and a video.
- Complete a free, 90- to 120-minute *online course* on the *Guide*.
- Request a free, on-site training, *Developing Emergency Operations Plans (EOPs) K-12 101 Training*, for your school, district, and/or broader school community.

In addition to becoming acquainted with the Federal guidance on the process for developing school EOPs, it is also recommended that EOP ASSIST users review additional school emergency management resources, including the following:

- *State-by-state requirements* for school EOPs;
- *A glossary* of emergency management terminology;
- *Guidance* on National Incident Management System (NIMS) Implementation Activities for Schools; and
- *A list of resources* supporting the *Guide for Developing High-Quality School Emergency Operations Plans*, which includes resources to support each of the six steps in the recommended planning process.



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

## Create New Districts

To add districts into EOP ASSIST, select the District Management tab.

MENU Home My Account Calendar Planning Process My EOP **Users** Log Out

**Users**

User Management | School Management | **District Management** | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
[Redacted]	[Redacted]	[Redacted]	Active	District Administrator	[Redacted]	[Redacted]	No	Reset	Edit   Block
[Redacted]	[Redacted]	[Redacted]	Active	State Administrator	[Redacted]	[Redacted]	No	Reset	Edit   Block
[Redacted]	[Redacted]	[Redacted]	Active	District Administrator	[Redacted]	[Redacted]	No	Reset	Edit   Block
[Redacted]	[Redacted]	[Redacted]	Active	School Administrator	[Redacted]	[Redacted]	No	Reset	Edit   Block
[Redacted]	[Redacted]	[Redacted]	Active	District Administrator	[Redacted]	[Redacted]	No	Reset	Edit   Block
[Redacted]	[Redacted]	[Redacted]	Active	School User	[Redacted]	[Redacted]	No	Reset	Edit   Block
[Redacted]	[Redacted]	[Redacted]	Active	School User	[Redacted]	[Redacted]	No	Reset	Edit   Block
[Redacted]	[Redacted]	[Redacted]	Active	School Administrator	[Redacted]	[Redacted]	Yes	Reset	Edit   Block
[Redacted]	[Redacted]	[Redacted]	Active	School Administrator	[Redacted]	[Redacted]	No	Reset	Edit   Block
[Redacted]	[Redacted]	[Redacted]	Active	School Administrator	[Redacted]	[Redacted]	No	Reset	Edit   Block

Showing 1 to 10 of 75 entries Previous **1** 2 3 4 5 ... 8 Next



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

You will be presented with a list of all districts that have already been added to the app (if any) within your state. To add a new district, click the Create New District button.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**Districts**

User Management | School Management | **District Management** | State Access

[Create New District](#)

Show 10 entries Search:

District Name	Screen Name	Modify District
Cherokee County School District	CSDB	<a href="#">Edit</a>
Cherokee County School District	CSDB	<a href="#">Edit</a>
District 01		<a href="#">Edit</a>

Showing 1 to 10 of 28 entries Previous **1** 2 3 Next



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

Fields will appear above the district table. Enter the district name, as well as its Screen Name or abbreviation, as necessary, and click the Create New District button.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**Districts**

User Management | School Management | **District Management** | State Access

**Create New District**

District Name:

Screen Name:

**Create New District**

Create New District

Show 10 entries Search:

District Name	Screen Name	Modify District
...	...	Edit

Showing 1 to 10 of 28 entries Previous 1 2 3 Next



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

The district name and other information will save, the screen will return to the list of districts that will now include the district you just created, and a confirmation message indicating that a new district was created successfully will appear.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**Districts**

✔ District created successfully!

User Management | School Management | **District Management** | State Access

Create New District

Show 10 entries Search:

District Name	Screen Name	Modify District
Blaine County Public Schools	60795	<a href="#">Edit</a>
Cherokee County School District	11180	<a href="#">Edit</a>
Cherokee County School District	11180	<a href="#">Edit</a>
District 01		<a href="#">Edit</a>
District 01		<a href="#">Edit</a>
District 02		<a href="#">Edit</a>
District 03		<a href="#">Edit</a>
District 04		<a href="#">Edit</a>
District 05		<a href="#">Edit</a>
District 06		<a href="#">Edit</a>

Showing 1 to 10 of 29 entries Previous **1** 2 3 Next



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

Continue adding new districts into the app until all districts in your state appear in the table. Next, add independent schools that aren't affiliated with a district. Select the School Management tab.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**Districts**

User Management | **School Management** | District Management | State Access

Create New District

Show 10 entries Search:

District Name	Screen Name	Modify District
Washington County School District	1000	Edit
Washington State School District	1000	Edit
District 01		Edit
District 02		Edit
District 03		Edit
District 04		Edit
District 05		Edit
District 06		Edit
District 07		Edit
District 08		Edit
District 09		Edit
District 10		Edit

Showing 1 to 10 of 28 entries Previous 1 2 3 Next



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

## Create New Schools

You will be presented with a list of all schools, regardless of district affiliation, that have already been added to the app within your state. To add a new school, click the Create New School button.

MENU
Home My Account Calendar Planning Process My EOP Users Log Out

Schools

User Management | **School Management** | District Management | State Access

Create New School

Show 10 entries
Search:

School Name	School Screen Name	District	District Screen Name	EOP	Modify School
ABC High School	ABC	District ABC		Not shared	<a href="#">Edit</a>
Elementary Independent School	ABC			Not shared	<a href="#">Edit</a>
Grade 5A		District	Grade 5A	Not shared	<a href="#">Edit</a>
Grade 5B				Not shared	<a href="#">Edit</a>
Grade 5C				Not shared	<a href="#">Edit</a>
Grade 5D		Four Districts	Four Districts	Not shared	<a href="#">Edit</a>
Four Schools	School 1	Four Districts	Four Districts	Not shared	<a href="#">Edit</a>
Grade 5		District		Not shared	<a href="#">Edit</a>
Grade 5		District		Not shared	<a href="#">Edit</a>
Grade 5		District B		Not shared	<a href="#">Edit</a>

Showing 1 to 10 of 40 entries
Previous 1 2 3 4 Next



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

Fields will appear above the school table. Enter the School Name, as well as its Screen Name or abbreviation, and select None in the District drop-down menu. Then, click the Create New School button.

MENU
Home My Account Calendar Planning Process My EOP Users Log Out

Schools

[User Management](#) | [School Management](#) | [District Management](#) | [State Access](#)

### Create New School

* School Name:	
Screen Name:	
* District:	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">None ▼</div>
<span style="background-color: #0056b3; color: white; padding: 2px 10px; border: none; cursor: pointer;">Create New School</span>	

Create New School

Show 10 entries Search:

School Name	School Screen Name	District	District Screen Name	EOP	Modify School
ABC High School	ABC	District ABC		Not shared	<a href="#">Edit</a>
Defacto Independent School	DIS			Not shared	<a href="#">Edit</a>
ghijkl	ghijklmnop			Not shared	<a href="#">Edit</a>
lmnopq	lmnopqr			Not shared	<a href="#">Edit</a>
rstuvw	rstuvw	Pqr District	Pqr District ABC	Not shared	<a href="#">Edit</a>
Staten Island Public School	SIS	Staten County Public Schools	SISPS	Not shared	<a href="#">Edit</a>
Tuvwxyz	twxyz	Pqr District	Pqr District ABC	Not shared	<a href="#">Edit</a>
123456		District A		Not shared	<a href="#">Edit</a>
789012		District B		Not shared	<a href="#">Edit</a>
345678		District C		Not shared	<a href="#">Edit</a>

Showing 1 to 10 of 42 entries Previous 1 2 3 4 5 Next

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

The School Name and other information will save, the screen will return to the list of schools that will now include the school you just created, and a confirmation message indicating that a new school was created successfully will appear. For such schools with no district affiliation, no information will appear in the District and District Screen Name columns in the list of schools.

MENU
Home | My Account | Calendar | Planning Process | My EOP | Users | Log Out

Schools

✔ New school created successfully!

User Management | School Management | District Management | State Access

Create New School

Show 10 entries Search:

School Name	School Screen Name	District	District Screen Name	EOP	Modify School
ABC High School	ABC	District ABC		Not shared	<a href="#">Edit</a>
Defacto Independent School	DEF			Not shared	<a href="#">Edit</a>
Grade 5A		District ABC	5A01	Not shared	<a href="#">Edit</a>
Grade 5B				Not shared	<a href="#">Edit</a>
Grade 5C				Not shared	<a href="#">Edit</a>
Grade 5D		Def District	Def District 01	Not shared	<a href="#">Edit</a>
Grade 5Elementary School	501	West County Public Schools	501A	Not shared	<a href="#">Edit</a>
Grade 5E	School 1	Def District	Def District 01	Not shared	<a href="#">Edit</a>
Grade 6		District ABC		Not shared	<a href="#">Edit</a>
Grade 6A		District ABC		Not shared	<a href="#">Edit</a>

Showing 1 to 10 of 41 entries Previous | 1 | 2 | 3 | 4 | 5 | Next



Continue adding new schools into the app until all independent schools in your state appear in the table.

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

## Create New Users

Next, you will need to assign administrators to each of the districts and schools that you just added into the app. Select the User Management tab.

MENU
Home   My Account   Calendar   Planning Process   My EOP   Users   Log Out

Schools

User Management
School Management
District Management
State Access

Create New School

Show 10 entries Search:

School Name	School Screen Name	District	District Screen Name	EOP	Modify School
ABC High School	ABC	District ABC		Not shared	Edit
Elementary Independent School	ABC			Not shared	Edit
Grade 5A		District	Grade 5A	Not shared	Edit
Grade 5B				Not shared	Edit
Grade 5C				Not shared	Edit
Grade 5D		Four Districts	Four Districts	Not shared	Edit
Four Schools	School 1	Four Districts	Four Districts	Not shared	Edit
Grade 5		District		Not shared	Edit
Grade 5		District		Not shared	Edit
Grade 5		District B		Not shared	Edit

Showing 1 to 10 of 40 entries Previous 1 2 3 4 Next



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

You will be presented with the User List, which contains all users, regardless of their role, with access to the app. Although each district should have at least three District Administrators, the State Administrator is only responsible for creating one District Administrator for each district. The first District Administrator should then create two more District Administrators for their district. Similarly, although each school should have at least three School Administrators, the State Administrator is only responsible for creating one School Administrator for each independent school. District Administrators are responsible for creating one School Administrator at each school in their district. The first School Administrator for each school should then create two more School Administrators for their school. To add a new Administrator, click the Create New User button.

MENU
Home My Account Calendar Planning Process My EOP **Users** Log Out

**Users**

User Management | School Management | District Management | State Access

Create New User

Show 10 entries
Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@state.gov	10001	Active	District Administrator	State	State	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Jane Doe	jane.doe@state.gov	10002	Active	State Administrator	State	State	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
John Doe	john.doe@state.gov	10003	Active	District Administrator	State	State	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Jane Smith	jane.smith@state.gov	10004	Active	School Administrator	State	State	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
John Smith	john.smith@state.gov	10005	Active	District Administrator	State	State	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Jane Doe	jane.doe@state.gov	10006	Active	School User	State	State	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
John Doe	john.doe@state.gov	10007	Active	School User	State	State	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Jane Smith	jane.smith@state.gov	10008	Active	School Administrator	State	State	Yes	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
John Doe	john.doe@state.gov	10009	Active	School Administrator	State	State	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Jane Smith	jane.smith@state.gov	10010	Active	School Administrator	State	State	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>

Showing 1 to 10 of 75 entries
Previous 1 2 3 4 5 ... 8 Next

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

Fields will appear above the User List. Enter the appropriate contact information and create a User ID and password for the new user. Make sure you save this information, so that you can send it to the actual user who will use this information.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**Create User**

User Management | School Management | District Management | State Access

**Create New User**

\* First Name:

\* Last Name:

\* Email:

Phone Number:

\* User ID:

\* Password:  \* Confirm Password:

\* User Role: --Select--

**Save**

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@state.gov	10001	Active	District Administrator	State	State	No	Reset	Edit   Block
Jane Doe	jane.doe@state.gov	10002	Active	State Administrator	State	State	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10003	Active	District Administrator	State	State	No	Reset	Edit   Block
Jane Smith	jane.smith@state.gov	10004	Active	School Administrator	State	State	No	Reset	Edit   Block
John Smith	john.smith@state.gov	10005	Active	District Administrator	State	State	No	Reset	Edit   Block
Jane Doe	jane.doe@state.gov	10006	Active	School User	State	State	No	Reset	Edit   Block
John Smith	john.smith@state.gov	10007	Active	School User	State	State	No	Reset	Edit   Block
Jane Doe	jane.doe@state.gov	10008	Active	School Administrator	State	State	Yes	Reset	Edit   Block
John Smith	john.smith@state.gov	10009	Active	School Administrator	State	State	No	Reset	Edit   Block
Jane Doe	jane.doe@state.gov	10010	Active	School Administrator	State	State	No	Reset	Edit   Block

Showing 1 to 10 of 75 entries Previous 1 2 3 4 5 ... 8 Next

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

## Create District Administrators

To create an administrator for the new district you just added, select District Administrator in the User Role drop-down menu, and then select the appropriate district in the District drop-down menu. Then, click the Save button.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**Create User**

---

User Management | School Management | District Management | State Access

### Create New User

\* First Name:   
 \* Last Name:   
 \* Email:   
 Phone Number:   
 \* User ID:   
 \* Password:  \* Confirm Password:   
 \* User Role: District Administrator ▾  
 \* District: --Select-- ▾

**Save**

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	john@smith.com	10001	Active	District Administrator	John Smith Middle School	District 1	No	Reset	Edit   Block
Jane Johnson	jane@johnson.org	10002	Active	State Administrator			No	Reset	Edit   Block
John Doe	john@doe.com	10003	Active	District Administrator	John Doe Middle School	District 2	No	Reset	Edit   Block
Jane Smith	jane@smith.com	10004	Active	School Administrator	John Doe Middle School	District 2	No	Reset	Edit   Block
John Doe	john@doe.com	10005	Active	District Administrator	John Doe Middle School	District 2	No	Reset	Edit   Block
Jane Smith	jane@smith.com	10006	Active	School User	John Doe Middle School	District 2	No	Reset	Edit   Block
John Doe	john@doe.com	10007	Active	School User	John Doe Middle School	District 2	No	Reset	Edit   Block
Jane Smith	jane@smith.com	10008	Active	School Administrator	John Doe Middle School	District 2	Yes	Reset	Edit   Block
John Doe	john@doe.com	10009	Active	School Administrator	John Doe Middle School	District 2	No	Reset	Edit   Block
Jane Smith	jane@smith.com	10010	Active	School Administrator	John Doe Middle School	District 2	No	Reset	Edit   Block

Showing 1 to 10 of 75 entries Previous **1** 2 3 4 5 ... 8 Next



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

The new District Administrator will save, the screen will return to the User List that will now include the District Administrator you just created, and a confirmation message indicating that a new user was created successfully will appear.

MENU
Home My Account Calendar Planning Process My EOP Users Log Out

Users

✔ New user created successfully!

User Management | School Management | District Management | State Access

Create New User

Show 10 entries
Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	john@state.gov	10001	Active	District Administrator		State	No	Reset	Edit   Block
Jane Doe	jane@state.gov	10002	Active	State Administrator		State	No	Reset	Edit   Block
John Smith	john@state.gov	10003	Active	District Administrator		State	No	Reset	Edit   Block
Jane Doe	jane@state.gov	10004	Active	School Administrator	Elementary School	State	No	Reset	Edit   Block
John Smith	john@state.gov	10005	Active	District Administrator		State	No	Reset	Edit   Block
Jane Doe	jane@state.gov	10006	Active	School Administrator	Elementary School	State	No	Reset	Edit   Block
John Smith	john@state.gov	10007	Active	School User	Elementary School	State	No	Reset	Edit   Block
Jane Doe	jane@state.gov	10008	Active	School User	Elementary School	State	No	Reset	Edit   Block
John Smith	john@state.gov	10009	Active	School Administrator	Elementary School	State	Yes	Reset	Edit   Block
Jane Doe	jane@state.gov	10010	Active	School Administrator	Elementary School	State	No	Reset	Edit   Block

Showing 1 to 10 of 76 entries
Previous 1 2 3 4 5 ... 8 Next

Share the log-in credentials with this new District Administrator, and continue this process so that every district has at least one District Administrator. District Administrators will then proceed to create School Administrators. School Administrators will be responsible for adding School Users and for working with School Users to develop school EOPs for each school in the district.

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

## Create School Administrators

In addition to creating District Administrators, you will need to create School Administrators for the independent schools that you added. Click the Create New User button.

MENU
Home My Account Calendar Planning Process My EOP **Users** Log Out

**Users**

User Management
School Management
District Management
State Access

Create New User

Show 10 entries
Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@ta.com	10001	Active	District Administrator		Public Schools District	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Jane Johnson	janejohnson@ta.com	10002	Active	State Administrator			No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
John Doe	john.doe@ta.com	10003	Active	District Administrator		Public Schools District	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Jane Smith	jane.smith@ta.com	10004	Active	School Administrator	Public Schools District	School A	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
John Smith	johnsmith@ta.com	10005	Active	District Administrator		Public Schools District	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Jane Smith	jane.smith@ta.com	10006	Active	School User	Public Schools District	School A	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
John Smith	johnsmith@ta.com	10007	Active	School User	Public Schools District	School A	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Jane Smith	jane.smith@ta.com	10008	Active	School Administrator	Public Schools District	School A	Yes	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
John Smith	johnsmith@ta.com	10009	Active	School Administrator	Public Schools District	School A	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Jane Smith	jane.smith@ta.com	10010	Active	School Administrator	Public Schools District	School A	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>

Showing 1 to 10 of 75 entries
Previous **1** 2 3 4 5 ... 8 Next

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

Fields will appear above the User List. Enter the appropriate contact information and create a User ID and password for the new School Administrator. Make sure you save this information, so that you can send it to the actual user who will use this information.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**Create User**

User Management | School Management | District Management | State Access

**Create New User**

\* First Name:

\* Last Name:

\* Email:

Phone Number:

\* User ID:

\* Password:  \* Confirm Password:

\* User Role:

**Save**

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@state.gov	10001	Active	District Administrator		State	No	Reset	Edit   Block
Jane Doe	jane.doe@state.gov	10002	Active	State Administrator		State	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10003	Active	District Administrator		State	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10004	Active	School Administrator	Elementary School	State	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10005	Active	District Administrator		State	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10006	Active	School User	Elementary School	State	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10007	Active	School User	Elementary School	State	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10008	Active	School Administrator	Elementary School	State	Yes	Reset	Edit   Block
John Doe	john.doe@state.gov	10009	Active	School Administrator	Elementary School	State	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10010	Active	School Administrator	Elementary School	State	No	Reset	Edit   Block

Showing 1 to 10 of 75 entries Previous 1 2 3 4 5 ... 8 Next

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

Select School Administrator in the User Role drop-down menu, and then select None in the District drop-down menu. You may then select the appropriate school in the School drop-down menu, and click the Save button.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**Create User**

User Management | School Management | District Management | State Access

### Create New User

\* First Name:

\* Last Name:

\* Email:

Phone Number:

\* User ID:

\* Password:  \* Confirm Password:

\* User Role: **School Administrator** ▼

\* District: --Select-- ▼

\* School: --Select-- ▼

**Save**

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@psd.net	10001	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
John Smith	johnsmith@psd.net	10002	Active	State Administrator			No	Reset	Edit   Block
John Smith	johnsmith@psd.net	10003	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
John Smith	johnsmith@psd.net	10004	Active	School Administrator	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Smith	johnsmith@psd.net	10005	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
John Smith	johnsmith@psd.net	10006	Active	School User	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Smith	johnsmith@psd.net	10007	Active	School User	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Smith	johnsmith@psd.net	10008	Active	School Administrator	Public Schools District	Public Schools District	Yes	Reset	Edit   Block

The new School Administrator will save, and the screen will return to the User List, which will now include the School Administrator you just added. Continue this process so that every independent school has at least one School Administrator. School Administrators will be responsible for adding School Users and for working with School Users to develop the school EOP.

### District-Level Hosting

If your district has installed EOP ASSIST onto its local server, the Super Administrator will need to first create the district, and then create at least one District Administrator associated with that district. Next, the District Administrator will need to add schools and School Administrators for the district.

### Super Administrator Responsibilities

As the Super Administrator, you will begin by creating a district in EOP ASSIST. Navigate to the Users Section.

**Getting Started**

**Before Using EOP ASSIST**

Based on the Federal *Guide for Developing High-Quality School Emergency Operations Plans*, EOP ASSIST is a user-friendly tool that walks school and district emergency management practitioners through the *Guide's* recommended six step planning process to develop a school emergency operations plan (EOP).

Before initiating the process of developing a school EOP, it is recommended that users with the *Guide* by completing any or all of the following activities:

- Download and print a copy of the *Guide*. It will be useful to refer to the *Guide* throughout the process.
- Read the *At-a-Glance version* of the *Guide*.
- View an archived *webinar* that introduces and summarizes the *Guide*.
- Complete a free, 90- to 120-minute *online course* on the *Guide*.
- Request a free, on-site training, *Developing Emergency Operations Plans (EOPs) K-12 101 Training*, for your school, district, and/or broader school community.

In addition to becoming acquainted with the Federal guidance on the process for developing school EOPs, it is also recommended that EOP ASSIST users review additional school emergency management resources, including the following:

- *State-by-state requirements* for school EOPs;
- A *glossary* of emergency management terminology;
- *Guidance* on National Incident Management System (NIMS) Implementation Activities for Schools; and
- A *list of resources* supporting the *Guide for Developing High-Quality School Emergency Operations Plans*, which includes resources to support each of the six steps in the recommended planning process.

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

## Create New District

To add the district, select the District Management tab.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Users** Logged in as: admin | Role: Super Admin

User Management | School Management | **District Management** | State Access

Create New User

Show 10 entries

Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	john@state.gov	10001	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
Jane Johnson	jane@state.gov	10002	Active	State Administrator			No	Reset	Edit   Block
John Doe	john@state.gov	10003	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
John Smith	john@state.gov	10004	Active	School Administrator	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Doe	john@state.gov	10005	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
John Doe	john@state.gov	10006	Active	School User	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Doe	john@state.gov	10007	Active	School User	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Doe	john@state.gov	10008	Active	School Administrator	Public Schools District	Public Schools District	Yes	Reset	Edit   Block
John Doe	john@state.gov	10009	Active	School Administrator	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Doe	john@state.gov	10010	Active	School Administrator	Public Schools District	Public Schools District	No	Reset	Edit   Block

Showing 1 to 10 of 79 entries

Previous 1 2 3 4 5 ... 8 Next



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

Next, click the Create New District button.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Districts** Logged in as: admin | Role: Super Admin

User Management | School Management | **District Management** | State Access

Create New District

Show 10 entries Search:

District Name	Screen Name	Modify District
Cherokee County School District	CSDB	Edit
Cherokee Area School District	CSAB	Edit
District 01		Edit
District 02		Edit
District 03		Edit
District 04		Edit
District 05		Edit
District 06		Edit
District 07		Edit
District 08		Edit
District 09		Edit

Showing 1 to 10 of 27 entries Previous 1 2 3 Next



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

Fields will appear above the table on the screen. Enter the district name, as well as its Screen Name or abbreviation, as necessary, and click the Create New District button.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Districts** Logged in as: admin | Role: Super Admin

User Management | School Management | **District Management** | State Access

**Create New District**

\* District Name:

Screen Name:

[Create New District](#)

Create New District

Show 10 entries Search:

District Name	Screen Name	Modify District
...	...	Edit

Showing 1 to 10 of 27 entries Previous 1 2 3 Next



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

The district name and other information will save, the screen will return to the list of districts that will now include the district you just created, and a confirmation message indicating that a new district was created successfully will appear.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Districts** Logged in as: admin | Role: Super Admin

✔ District created successfully!

User Management | School Management | District Management | State Access

Create New District

Show 10 entries Search:

District Name	Screen Name	Modify District
...	...	Edit

Showing 1 to 10 of 28 entries Previous 1 2 3 Next



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

## Create District Administrator

Next, you will need to create a District Administrator associated with the district, who will then set up the profiles for schools within the district. To do this, select the User Management tab.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Districts** Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

Create New District

Show 10 entries Search:

District Name	Screen Name	Modify District
...	...	Edit

Showing 1 to 10 of 27 entries Previous 1 2 3 Next



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

Then, click the Create New User button.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Users** Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

**Create New User**

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@state.gov	10001	Active	District Administrator		Public Middle School Public Schools	No	Reset	Edit   Block
John Johnson	johnjohnson@state.gov	10002	Active	State Administrator			No	Reset	Edit   Block
John Doe	john@state.gov	10003	Active	District Administrator		Public Middle School Public Schools	No	Reset	Edit   Block
John Smith	johnsmith@state.gov	10004	Active	School Administrator	Public High School	District B	No	Reset	Edit   Block
John Doe	john@state.gov	10005	Active	District Administrator		Public Schools	No	Reset	Edit   Block
John Doe	john@state.gov	10006	Active	School User	ABC High School	District ABC	No	Reset	Edit   Block
John Doe	john@state.gov	10007	Active	School User	Elementary Middle School	Public Middle School Public Schools	No	Reset	Edit   Block
John Doe	john@state.gov	10008	Active	School Administrator	Public	District A	Yes	Reset	Edit   Block
John Doe	john@state.gov	10009	Active	School Administrator	Public Elementary High School	Public Middle School Public Schools	No	Reset	Edit   Block
John Doe	john@state.gov	10010	Active	School Administrator	Public	District A	No	Reset	Edit   Block

Showing 1 to 10 of 79 entries Previous 1 2 3 4 5 ... 8 Next



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

Enter all the required fields (noted with an asterisk\* symbol) in the form that appears. Be sure to select District Administrator for the User Role. In the District drop-down menu that appears, select the name of the district that you just created. Then, click the Save button.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Create User** Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

### Create New User

\* First Name:

\* Last Name:

\* Email:

Phone Number:

\* User ID:

\* Password:  \* Confirm Password:

\* User Role: **District Administrator**

\* District: --Select--

**Save**

Create New User

Show 10 entries

Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@psd.net	10001	Active	District Administrator		Public Middle School	No	Reset	Edit   Block
John Smith	johnsmith@psd.net	10002	Active	State Administrator			No	Reset	Edit   Block
John Smith	johnsmith@psd.net	10003	Active	District Administrator		Public Middle School	No	Reset	Edit   Block
John Smith	johnsmith@psd.net	10004	Active	School Administrator	Public Middle School	District B	No	Reset	Edit   Block
John Smith	johnsmith@psd.net	10005	Active	District Administrator		Public Middle School	No	Reset	Edit   Block
John Smith	johnsmith@psd.net	10006	Active	School User	Public Middle School	District B	No	Reset	Edit   Block
John Smith	johnsmith@psd.net	10007	Active	School User	Public Middle School	Public Middle School	No	Reset	Edit   Block
John Smith	johnsmith@psd.net	10008	Active	School Administrator	Public Middle School	District B	Yes	Reset	Edit   Block
John Smith	johnsmith@psd.net	10009	Active	School Administrator	Public Middle School	Public Middle School	No	Reset	Edit   Block
John Smith	johnsmith@psd.net	10010	Active	School Administrator	Public Middle School	District B	No	Reset	Edit   Block

Showing 1 to 10 of 79 entries

Previous 1 2 3 4 5 ... 8 Next



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

The District Administrator name and other personal information will save, and the screen will return to the User List, along with a confirmation message indicating that a new user was created successfully.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Users** Logged in as: admin | Role: Super Admin

✓ New user created successfully!

User Management | School Management | District Management | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@ta.com	10001	Active	District Administrator		Tyler High School Public Schools	No	Reset	Edit   Block
John Smith	johnsmith@ta.com	10002	Active	State Administrator			No	Reset	Edit   Block
John Smith	johnsmith@ta.com	10003	Active	District Administrator		Tyler High School Public Schools	No	Reset	Edit   Block
John Smith	johnsmith@ta.com	10004	Active	School Administrator	Tyler High School	District 1	No	Reset	Edit   Block
John Smith	johnsmith@ta.com	10005	Active	District Administrator		Public Schools	No	Reset	Edit   Block
John Smith	johnsmith@ta.com	10006	Active	School User	ABC High School	District ABC	No	Reset	Edit   Block
John Smith	johnsmith@ta.com	10007	Active	School User	Elementary Public School	Tyler High School Public Schools	No	Reset	Edit   Block
John Smith	johnsmith@ta.com	10008	Active	School Administrator	Public	District 1	Yes	Reset	Edit   Block
John Smith	johnsmith@ta.com	10009	Active	School Administrator	Public Schools High School	Public Schools District	No	Reset	Edit   Block
John Smith	johnsmith@ta.com	10010	Active	School Administrator	Public	District	No	Reset	Edit   Block

Showing 1 to 10 of 80 entries Previous 1 2 3 4 5 ... 8 Next

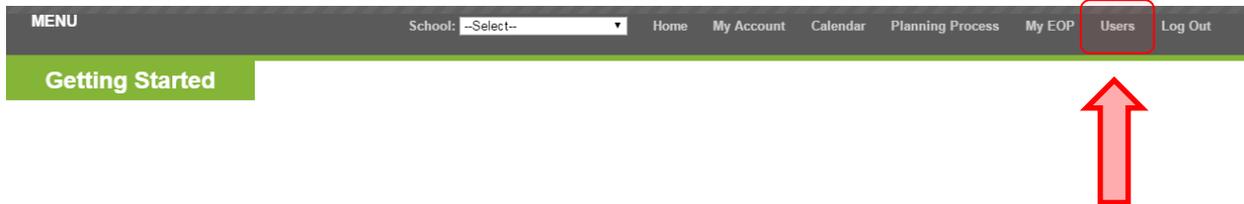


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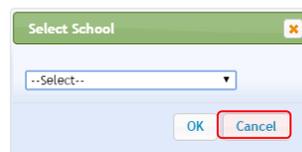
At this point, the Super Administrator will need to share log-in credentials with the District Administrator. The District Administrator will then be responsible for creating schools that are affiliated with the district.

### *District Administrator Responsibilities*

As a District Administrator, you will need to create schools within your district, and then create School Administrators for those schools. After signing in using the log-in credentials provided by the Super Administrator, click the Cancel button on the pop-up notification prompting you to select a school and navigate to the Users Section.



No school is selected. Please select a school.



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

## Create Schools

Next, select the School Management tab.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Users**

User Management | **School Management** | District Management | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	View Only	Password	Modify User
John Doe	john.doe@state.gov	10001	Active	District Administrator		No	Reset	Edit
Jane Doe	jane.doe@state.gov	10002	Active	School Administrator	Thomas Jefferson High School	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10003	Active	School User	Washington Middle School	No	Reset	Edit   Block
Jane Doe	jane.doe@state.gov	10004	Active	School User	Thomas Jefferson High School	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10005	Active	School User	Washington Middle School	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10006	Active	District Administrator		No	Reset	Edit   Block
John Doe	john.doe@state.gov	10007	Active	District Administrator		No	Reset	Edit   Block

Showing 1 to 7 of 7 entries Previous 1 Next



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

You will be presented with a table listing all schools that have already been added to the app. To add a new school, click the Create New School button.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Schools**

User Management | School Management | District Management | State Access

Create New School

Show 10 entries Search:

School Name	School Screen Name	EOP	Modify School
Washington Middle School	1985	View	Edit
Wilson Elementary School	1985	No Data	Edit
Woodson Elementary School	1985	No Data	Edit
Wyandott Elementary School	1985	No Data	Edit
Yates Elementary High School	1985	View	Edit
York Public Middle School	1985	No Data	Edit

Showing 1 to 6 of 6 entries Previous 1 Next



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

Fields will appear above the school table. Enter the School Name, as well as its Screen Name or abbreviation, and click the Create New School button.

MENU
School: --Select--
Home
My Account
Calendar
Planning Process
My EOP
Users
Log Out

**Schools**

User Management
School Management
District Management
State Access

### Create New School

Create New School

Create New School

Show  entries
Search:

School Name	School Screen Name	EOP	Modify School
Henderson Middle School	1000	View	Edit
Wilson Elementary School	1001	No Data	Edit
West Canyon High School	1002	No Data	Edit
Parker Elementary School	1003	No Data	Edit
Parker Elementary School	1004	No Data	Edit
Parker Elementary High School	1005	View	Edit
Parker Middle School	1006	No Data	Edit

Showing 1 to 7 of 7 entries
Previous  Next



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

The School Name and other information will save, the screen will return to the list of schools that will now include the school you just created, and a confirmation message indicating that a new school was created successfully will appear.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Schools**

✔ School updated successfully!

User Management | School Management | District Management | State Access

Create New School

Show 10 entries Search:

School Name	School Screen Name	EOP	Modify School
Washington Middle School	1000	View	Edit
Wilson Elementary School	1001	No Data	Edit
Franklin Park Elementary School	1002	No Data	Edit
Parkside Elementary School	1003	No Data	Edit
Maple Avenue High School	1004	View	Edit
Twin Peaks Middle School	1005	No Data	Edit

Showing 1 to 6 of 6 entries Previous 1 Next



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Continue adding new schools into the app until all schools in your district appear in the table.

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

## Create School Administrators

To assign School Administrators to each of the schools you just added into the app. Select the User Management tab.

The screenshot shows the application's navigation menu at the top with options: MENU, School: --Select--, Home, My Account, Calendar, Planning Process, My EOP, Users, and Log Out. Below the menu is a green 'Schools' tab. Underneath, there are four sub-tabs: 'User Management' (highlighted with a red box), 'School Management', 'District Management', and 'State Access'. Below the sub-tabs is a 'Create New School' button and a 'Show 10 entries' dropdown. A search bar is located to the right of the dropdown. The main content area contains a table with the following data:

School Name	School Screen Name	EOP	Modify School
Washington Middle School	1000	View	Edit
Wilson Elementary School	1001	No Data	Edit
Woodrow Wilson Elementary School	1002	No Data	Edit
Thomas Elementary School	1003	No Data	Edit
Robertson Elementary High School	1004	View	Edit
Van Pelt Middle School	1005	No Data	Edit

At the bottom of the table area, it says 'Showing 1 to 6 of 6 entries' and has 'Previous', '1', and 'Next' navigation buttons.



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

You will be presented with a list of all users, regardless of their role, that have already been added to the app within your local entity. Although each school should have at least three School Administrators, the District Administrator is only responsible for creating one School Administrator. The first School Administrator should then create two more School Administrators. To add a new School Administrator, click the Create New User button.

MENU
School: --Select-- [Home](#) [My Account](#) [Calendar](#) [Planning Process](#) [My EOP](#) [Users](#) [Log Out](#)

Users

User Management | School Management | District Management | State Access

Create New User

Show 10 entries
Search:

Full Name	Email	User ID	Status	User Role	School	View Only	Password	Modify User
John Doe	john.doe@state.gov	10001	Active	District Administrator		No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Jane Doe	jane.doe@state.gov	10002	Active	School Administrator	Springfield High School	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
John Doe	john.doe@state.gov	10003	Active	School User	Washington Middle School	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Jane Doe	jane.doe@state.gov	10004	Active	School User	Springfield High School	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
John Doe	john.doe@state.gov	10005	Active	School User	Washington Middle School	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Jane Doe	jane.doe@state.gov	10006	Active	District Administrator		No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
John Doe	john.doe@state.gov	10007	Active	District Administrator		No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>

Showing 1 to 7 of 7 entries

[Previous](#)
1
[Next](#)



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

Fields will appear above the User List. Enter the required contact information (noted with an asterisk\* symbol) and create a User ID and password for the new user. Be sure to select School Administrator in the User Role drop-down menu, and then select the appropriate school in the School drop-down menu that appears. Then, click the Save button. Be sure to take note of the User ID and password for the School Administrator that you just created so that you can send those credentials to that individual.

MENU
School: --Select--
Home My Account Calendar Planning Process My EOP Users Log Out

**Create User**

[User Management](#) | 
 [School Management](#) | 
 [District Management](#) | 
 [State Access](#)

**Create New User**

* First Name:	<input type="text"/>	
* Last Name:	<input type="text"/>	
* Email:	<input type="text"/>	
Phone Number:	<input type="text"/>	
* User ID:	<input type="text"/>	
* Password:	<input type="password"/>	* Confirm Password: <input type="password"/>
* User Role:	<span style="border: 1px solid red; padding: 2px;">School Administrator</span>	
* School:	--Select--	
<input type="button" value="Save"/>		

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	View Only	Password	Modify User
John Doe	john.doe@remstexas.com	jd001	Active	District Administrator		No	Reset	Edit
Jane Doe	jane.doe@remstexas.com	jd002	Active	School Administrator	Rems-Berkeley High School	No	Reset	Edit   Block
John Doe	john.doe@remstexas.com	jd003	Active	School User	Rems-Berkeley High School	No	Reset	Edit   Block
Jane Doe	jane.doe@remstexas.com	jd004	Active	School User	Rems-Berkeley High School	No	Reset	Edit   Block
John Doe	john.doe@remstexas.com	jd005	Active	School User	Rems-Berkeley High School	No	Reset	Edit   Block
Jane Doe	jane.doe@remstexas.com	jd006	Active	District Administrator		No	Reset	Edit   Block
John Doe	john.doe@remstexas.com	jd007	Active	District Administrator		No	Reset	Edit   Block

Showing 1 to 7 of 7 entries Previous 1 Next



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

The new School Administrator will save, the screen will return to the User List that will now include the new School Administrator you just added, and a confirmation message indicating that a new user was created successfully will appear.

MENU
School: --Select--
Home My Account Calendar Planning Process My EOP Users Log Out

**Users**

✔ New user created successfully!

User Management
School Management
District Management
State Access

Create New User

Show 10 entries Search:

Full Name ▲	Email	User ID	Status	User Role	School	View Only	Password	Modify User
John Doe	john.doe@school.com	10001	Active	District Administrator		No	Reset	Edit
Jane Doe	jane.doe@school.com	10002	Active	School Administrator	North Central High School	No	Reset	Edit   Block
John Doe	john.doe@school.com	10003	Active	School Administrator	West Central School	No	Reset	Edit   Block
Jane Doe	jane.doe@school.com	10004	Active	School User	West Central Middle School	No	Reset	Edit   Block
John Doe	john.doe@school.com	10005	Active	School User	North Central High School	No	Reset	Edit   Block
Jane Doe	jane.doe@school.com	10006	Active	School User	West Central Middle School	No	Reset	Edit   Block
John Doe	john.doe@school.com	10007	Active	District Administrator		No	Reset	Edit   Block
Jane Doe	jane.doe@school.com	10008	Active	School Administrator	North Central High School	No	Reset	Edit   Block
John Doe	john.doe@school.com	10009	Active	District Administrator		No	Reset	Edit   Block

Showing 1 to 9 of 9 entries Previous 1 Next



Be sure to share the log-in credentials with this new School Administrator. You should continue adding new School Administrators into the app until all schools in your district have at least one School Administrator. The School Administrator will then be responsible for adding School Users and for working with School Users to develop school EOPs for each school in the district.

### School-Level Hosting

If your independent school has installed EOP ASSIST onto its local server, the Super Administrator will need to create the school. Then, the Super Administrator will need to create a School Administrator associated with that school.

### Super Administrator Responsibilities

As the Super Administrator, you will begin by creating a school in EOP ASSIST. Navigate to the Users Section.

**Before Using EOP ASSIST**

Based on the Federal *Guide for Developing High-Quality School Emergency Operations Plans*, EOP ASSIST is a user-friendly tool that walks school and district emergency management practitioners through the *Guide's* recommended six step planning process to develop a school emergency operations plan (EOP).

Before initiating the process of developing a school EOP, it is recommended that users review the *Guide* by completing any or all of the following activities:

- Download and print a copy of the *Guide*. It will be useful to refer to the *Guide* during the development of the school EOP.
- Read the *At-a-Glance* version of the *Guide*.
- View an archived [webinar](#) that introduces and summarizes the *Guide*.
- Complete a free, 90- to 120-minute [online course](#) on the *Guide*.
- Request a free, on-site training, [Developing Emergency Operations Plans \(EOPs\) K-12 101 Training](#), for your school, district, and/or broader school community.

In addition to becoming acquainted with the Federal guidance on the process for developing school EOPs, it is also recommended that EOP ASSIST users review additional school emergency management resources, including the following:

- [State-by-state requirements](#) for school EOPs;
- [A glossary](#) of emergency management terminology;
- [Guidance](#) on National Incident Management System (NIMS) Implementation Activities for Schools; and
- [A list of resources](#) supporting the *Guide for Developing High-Quality School Emergency Operations Plans*, which includes resources to support each of the six steps in the recommended planning process.



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

## Create School

To add a school, select the School Management tab.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Users** Logged in as: admin | Role: Super Admin

User Management | **School Management** | District Management | State Access

Create New User

Show 10 entries

Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	john@state.gov	10001	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
Jane Johnson	jane@state.gov	10002	Active	State Administrator			No	Reset	Edit   Block
John Doe	john@state.gov	10003	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
John Smith	john@state.gov	10004	Active	School Administrator	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Doe	john@state.gov	10005	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
John Doe	john@state.gov	10006	Active	School User	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Doe	john@state.gov	10007	Active	School User	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Doe	john@state.gov	10008	Active	School Administrator	Public Schools District	Public Schools District	Yes	Reset	Edit   Block
John Doe	john@state.gov	10009	Active	School Administrator	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Doe	john@state.gov	10010	Active	School Administrator	Public Schools District	Public Schools District	No	Reset	Edit   Block

Showing 1 to 10 of 79 entries

Previous 1 2 3 4 5 ... 8 Next



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

Next, click the Create New School button.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Schools** Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

**Create New School**

Show 10 entries Search:

School Name	School Screen Name	District	District Screen Name	EOP	Modify School
ABC High School	ABC	District ABC		No Data	Edit
Elementary Independent School	ABC			No Data	Edit
Grade 05		District	Grade	No Data	Edit
Grade	Grade			No Data	Edit
Grade	Grade			No Data	Edit
Grade	Grade	Pre District	Pre District	No Data	Edit
Pre School	School 1	Pre District	Pre District	View	Edit
Pre		District		View	Edit
Pre		District		View	Edit
Pre		District		No Data	Edit

Showing 1 to 10 of 39 entries Previous 1 2 3 4 Next



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

Fields will appear above the table on the screen. Enter the School Name, as well as its Screen Name or abbreviation, as necessary. For the District drop-down menu, select None. Then, click the Create New School button.

MENU
School: --Select--
Home
My Account
Calendar
Planning Process
My EOP
Users
Log Out

Schools
Logged in as: admin | Role: Super Admin

[User Management](#) | [School Management](#) | [District Management](#) | [State Access](#)

### Create New School

* School Name:	
Screen Name:	
* District:	None
<span style="background-color: #0056b3; color: white; padding: 2px 10px; border: none; cursor: pointer;">Create New School</span>	

Create New School

Show 10 entries Search:

School Name	School Screen Name	District	District Screen Name	EOP	Modify School
ABC High School	ABC	District ABC		No Data	<a href="#">Edit</a>
ABC Middle School	ABC			No Data	<a href="#">Edit</a>
ABC	ABC			No Data	<a href="#">Edit</a>
ABC	ABC			No Data	<a href="#">Edit</a>
ABC	ABC	Parent District	Parent District	No Data	<a href="#">Edit</a>
ABC Elementary School	ABC	District ABC High School	ABC	No Data	<a href="#">Edit</a>
Parent School	School 1	Parent District	Parent District	<a href="#">View</a>	<a href="#">Edit</a>
Parent		District		<a href="#">View</a>	<a href="#">Edit</a>
Parent		District		<a href="#">View</a>	<a href="#">Edit</a>
Parent		District		No Data	<a href="#">Edit</a>

Showing 1 to 10 of 42 entries Previous 1 2 3 4 5 Next

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

The School Name and other information will save, the screen will return to the list of schools that will now include the school you created, and a confirmation message indicating that a new school was created successfully will appear. No information will appear in the District or District Screen Name columns.

MENU
School: --Select--
Home
My Account
Calendar
Planning Process
My EOP
Users
Log Out

Schools
Logged in as: admin | Role: Super Admin

✔ New school created successfully!

User Management | School Management | District Management | State Access

Create New School

Show 10 entries Search:

School Name	School Screen Name	District	District Screen Name	EOP	Modify School
High School	HS	District A		No Data	<a href="#">Edit</a>
Elementary School	ES			No Data	<a href="#">Edit</a>
Middle School	MS	District B	District B	No Data	<a href="#">Edit</a>
Private	Private			No Data	<a href="#">Edit</a>
Charter	Charter			No Data	<a href="#">Edit</a>
Charter	Charter	Two Districts	Two Districts	No Data	<a href="#">Edit</a>
Charter School	Charter	Two Districts	Two Districts	<a href="#">View</a>	<a href="#">Edit</a>
Private		District A		<a href="#">View</a>	<a href="#">Edit</a>
Private		District A		<a href="#">View</a>	<a href="#">Edit</a>
Private		District A		No Data	<a href="#">Edit</a>

Showing 1 to 10 of 40 entries
Previous 1 2 3 4 Next



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

## Create School Administrator

Because you represent an independent school, you shouldn't add any more schools to the app. Instead, you will continue by creating a new School Administrator for your school. To assign a School Administrator to the school you just added into the app. Select the User Management tab.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Districts** Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

Create New District

Show 10 entries Search:

District Name	Screen Name	Modify District
...	...	Edit

Showing 1 to 10 of 27 entries Previous 1 2 3 Next



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

You will be presented with a list of all users for your school that have already been added to the app. To add a new Administrator, click the Create New User button.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Users** Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	john@state.gov	10001	Active	District Administrator		Statewide District Public Schools	No	Reset	Edit   Block
Jane Johnson	jane@state.gov	10002	Active	State Administrator			No	Reset	Edit   Block
John Doe	john@state.gov	10003	Active	District Administrator		Statewide District Public Schools	No	Reset	Edit   Block
John Smith	john@state.gov	10004	Active	School Administrator	Franklin D. Roosevelt School	District 1	No	Reset	Edit   Block
John Doe	john@state.gov	10005	Active	District Administrator		Franklin D. Roosevelt School	No	Reset	Edit   Block
John Smith	john@state.gov	10006	Active	School User	ABC High School	District 123	No	Reset	Edit   Block
John Doe	john@state.gov	10007	Active	School User	Franklin D. Roosevelt School	Statewide District Public Schools	No	Reset	Edit   Block
John Smith	john@state.gov	10008	Active	School Administrator	Franklin D. Roosevelt School	District 1	Yes	Reset	Edit   Block
John Doe	john@state.gov	10009	Active	School Administrator	Franklin D. Roosevelt School	Statewide District Public Schools	No	Reset	Edit   Block
John Smith	john@state.gov	10010	Active	School Administrator	Franklin D. Roosevelt School	District 1	No	Reset	Edit   Block

Showing 1 to 10 of 79 entries Previous 1 2 3 4 5 ... 8 Next



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

Fields will appear above the User List. Enter the appropriate contact information, and create a User ID and password for the new user. To create a user for a new school you just added, select School Administrator in the User Role drop-down menu, and then select the appropriate school in the School drop-down menu. Then, click the Save button. Make sure you save this information, so that you can send it to the actual user who will use this information.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Create User** Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

**Create New User**

\* First Name:

\* Last Name:

\* Email:

Phone Number:

\* User ID:

\* Password:  \* Confirm Password:

\* User Role: School Administrator

\* District: --Select--

\* School:

**Save**

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@state.gov	10001	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
Jane Johnson	janejohnson@state.gov	10002	Active	State Administrator			No	Reset	Edit   Block
John Doe	john.doe@state.gov	10003	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
John Smith	johnsmith@state.gov	10004	Active	School Administrator	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Smith	johnsmith@state.gov	10005	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
John Smith	johnsmith@state.gov	10006	Active	School User	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Smith	johnsmith@state.gov	10007	Active	School User	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Smith	johnsmith@state.gov	10008	Active	School Administrator	Public Schools District	Public Schools District	Yes	Reset	Edit   Block
John Smith	johnsmith@state.gov	10009	Active	School Administrator	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Smith	johnsmith@state.gov	10010	Active	School Administrator	Public Schools District	Public Schools District	No	Reset	Edit   Block

Showing 1 to 10 of 79 entries Previous 1 2 3 4 5 ... 8 Next



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

The School Administrator name and other personal information will save, and the screen will return to the User List, along with a confirmation message indicating that a new user was created successfully.

MENU
School: --Select--
Home My Account Calendar Planning Process My EOP Users Log Out

Users
Logged in as: admin | Role: Super Admin

✔ New user created successfully!

User Management | School Management | District Management | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@ta.com	10001	Active	District Administrator	Public Schools	Public Schools	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Jane Smith	janesmith@ta.com	10002	Active	State Administrator			No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
John Smith	johnsmith@ta.com	10003	Active	District Administrator	Public Schools	Public Schools	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
John Smith	johnsmith@ta.com	10004	Active	School Administrator	Public Schools	Public Schools	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Jane Smith	janesmith@ta.com	10005	Active	District Administrator	Public Schools	Public Schools	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
John Smith	johnsmith@ta.com	10006	Active	School User	Public Schools	Public Schools	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Jane Smith	janesmith@ta.com	10007	Active	School User	Public Schools	Public Schools	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
John Smith	johnsmith@ta.com	10008	Active	School Administrator	Public Schools	Public Schools	Yes	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Jane Smith	janesmith@ta.com	10009	Active	School Administrator	Public Schools	Public Schools	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
John Smith	johnsmith@ta.com	10010	Active	School Administrator	Public Schools	Public Schools	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>

Showing 1 to 10 of 80 entries
Previous **1** 2 3 4 5 ... 8 Next



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At this point, the Super Administrator will need to share log-in credentials with the School Administrator. The School Administrator will then be responsible for adding School Users and for developing the school EOP.

### Chapter 3: Account Management

#### Logging In

Each time you open EOP ASSIST, you will be presented with the Log-In screen, which asks for your User ID and password. This security feature helps to ensure that only authorized members of your school's collaborative planning team can contribute to the development of your EOP. Each member of the planning team will be assigned a unique User ID and password by an Administrator. If you are at the school level, please check with one of your School Administrators or district office for these credentials, if you do not have them already. If you are at the district level, please check with someone at your district office (or if you are using your state's account), you may also check with the state agency that is hosting the app. If you are at the state level, please check with another State Administrator at your agency. Please note that the REMS TA Center is unable to provide log-in credentials for EOP ASSIST since the app is installed locally on a state, district, or school server.

**EOP ASSIST**

The U.S. Department of Education contracted for final products and deliverables that were developed under the ED-ESE-12-O-0036 contract with Synergy Enterprises, Inc., and the contract stipulates that the U.S. Department of Education is the sole owner of EOP ASSIST. For more information about EOP ASSIST, please contact the REMS TA Center at [info@remstacenter.org](mailto:info@remstacenter.org) or on our toll-free telephone number, 1-855-781-REMS (7367). Our hours of operation are Monday to Friday, 9:00 a.m. to 5:00 p.m., Eastern Time.

Please enter your credentials and click the Sign in button below.

\* Required Field

User ID: \*

Password: \*

[Forgot User ID and/or Password?](#)  
Please contact your District Administrator or School Administrator

[Sign in](#) [Clear](#)

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Fill the required fields and click the Sign-In button. Once you enter your correct User ID and password, you will be directed to the Home screen, which is described in the next section.

**Please note:** Instructions on how to change your password and User ID, as well as how to log out, are provided later in this chapter. If you encounter issues logging into EOP ASSIST, please refer to [Appendix A. Troubleshooting](#).

### Changing My Password

It is recommended that you change your password during the first time you log in, if you were assigned a User ID and password. You can change your password more than once, at any time, as needed. This can be done by selecting the My Account button on the Navigation Bar. No individual, including administrators, should have access to a user's password, except for that individual user.



### Before Using EOP ASSIST

Based on the Federal *Guide for Developing High-Quality School Emergency Operations Plans*, EOP ASSIST is a user-friendly tool that walks school and district emergency management practitioners through the *Guide's* recommended six step planning process for creating a customized and downloadable school emergency operations plan (EOP).

Before initiating the process of developing a school EOP, it is recommended that EOP ASSIST users familiarize themselves with the *Guide* by completing any or all of the following activities:

- Download and print a copy of the *Guide*. It will be useful to refer to this *Guide* as you progress throughout the tool.
- Read the [At-a-Glance version](#) of the *Guide*.
- View an archived [webinar](#) that introduces and summarizes the *Guide* through both slides and a video.
- Complete a free, 90- to 120-minute [online course](#) on the *Guide*.
- Request a free, on-site training, [Developing Emergency Operations Plans \(EOPs\) K-12 101 Training](#), for your school, district, and/or broader school community.

In addition to becoming acquainted with the Federal guidance on the process for developing school EOPs, it is also recommended that EOP ASSIST users review additional school emergency management resources, including the following:

- [State-by-state requirements](#) for school EOPs;
- [A glossary](#) of emergency management terminology;
- [Guidance](#) on National Incident Management System (NIMS) Implementation Activities for Schools; and
- [A list of resources](#) supporting the *Guide for Developing High-Quality School Emergency Operations Plans*, which includes resources to support each of the six steps in the recommended planning process.



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

EOP ASSIST User Manual

Click the Change Password tab. You will be prompted to enter your current password and new password. All passwords must be at least 6 characters in length. Fill the required fields and click the Reset Password button. Your new password has now been saved and your screen will return to the My Profile tab.

The screenshot displays the EOP ASSIST user interface. At the top, a dark grey navigation bar contains the text 'MENU' on the left and 'Home My Account Calendar Planning Process My EOP Users Log Out' on the right. Below this is a green horizontal bar with the text 'My Account'. On the left side, there is a vertical menu with three items: 'My Account' (highlighted in blue), 'My Profile', and 'Change Password' (highlighted with a red border). To the right of this menu is a large white form titled 'Change Password' with a blue header. The form contains three input fields: 'Current Password', 'New Password', and 'Confirm Password'. Below these fields is a blue button labeled 'Reset Password'.



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*Please note: The new password will be effective upon your next login. If you are unable to change your password successfully, please refer to [Appendix A. Troubleshooting](#).*

### Changing My User ID and Contact Information

You may also change your User ID at any time. This can be done by clicking the My Account button on the Navigation Bar.



#### Getting Started



#### Before Using EOP ASSIST

Based on the Federal *Guide for Developing High-Quality School Emergency Operations Plans*, EOP ASSIST is a user-friendly tool that walks school and district emergency management practitioners through the *Guide's* recommended six step planning process for creating a customized and downloadable school emergency operations plan (EOP).

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- Read the *At-a-Glance version* of the *Guide*.
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- *A list of resources* supporting the *Guide for Developing High-Quality School Emergency Operations Plans*, which includes resources to support each of the six steps in the recommended planning process.



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

EOP ASSIST User Manual

Click the My Profile tab, if not yet selected, and then the Update Profile button. You will have access to update all contact information: your First Name, Last Name, Phone, Email, or User ID. Fill or edit the required fields and click the Save Changes button. Your contact information has now been updated.

The screenshot displays the EOP ASSIST user interface. At the top, a dark grey navigation bar contains the word 'MENU' on the left and links for 'Home', 'My Account', 'Calendar', 'Planning Process', 'My EOP', 'Users', and 'Log Out' on the right. Below this, a green bar highlights 'My Account'. To the left, a 'My Account' sidebar menu includes 'My Profile' (highlighted with a red box) and 'Change Password'. The main content area shows the 'My Profile' form with the following fields: First Name (James), Last Name (Doe), Phone (empty), Email (jdoe@StateEducationalAgency.org), User ID (jdoe), and Role (State Administrator). At the bottom of the form are 'Update Profile' and 'Cancel' buttons.

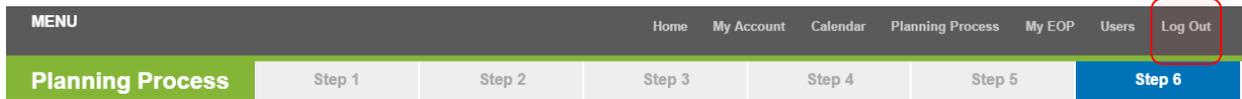


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**Please note:** The new User ID will be effective upon your next login. If you are unable to successfully change your User ID, please refer to [Appendix A. Troubleshooting](#). Users cannot change their own role, school, and district affiliation. That permission is reserved solely for administrators within the Users Section. For more information on how administrators can update this information, please refer to [Chapter 6: Using the App as an Administrator](#).

### Logging Out

To protect the security of your school EOP, you should log out at the end of each session. This can be done by selecting the Log Out button on the Navigation Bar.



#### Thank You for Using EOP ASSIST

Your planning team has just completed the six step planning process for developing a high-quality school EOP. Your team deserves congratulations for the important strides you have taken to improve emergency management at your school!

Although completing the six step planning process is a significant milestone, it does not mean that your work is done. High-quality school emergency planning is a continuous, cyclical process, and completing Step 6 starts the planning cycle over again. Because your planning team used EOP ASSIST to build your school EOP, your team can expect a smooth and efficient updating process. Instead of reentering all of your plan information, your team can easily navigate to the specific steps or plan sections that need updating. After making updates into the designated fields in the EOP ASSIST Planning Process, your team can export the updated plan using the My EOP feature.

Remember, a high-quality plan is one that continually evolves to meet the needs of the school and the surrounding community.

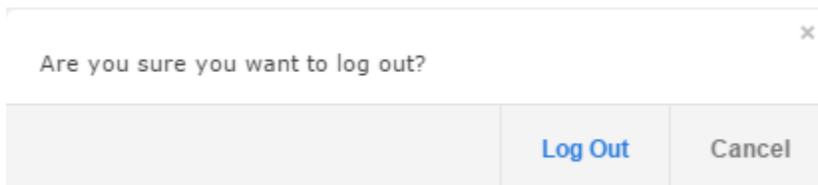
Thank you for using EOP ASSIST.



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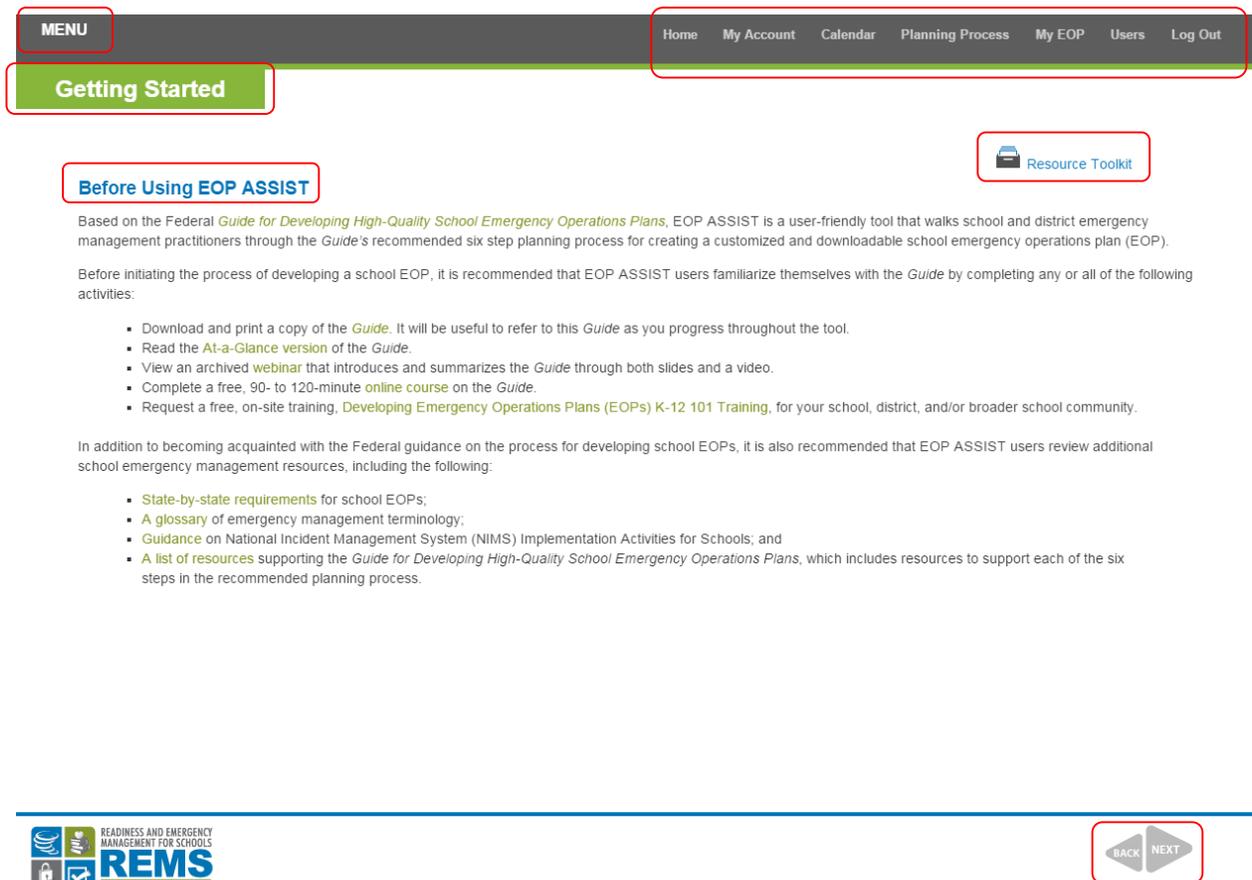
You will then be prompted to either confirm or cancel your log-out request.



If you wish to end your session, click the Log Out button. Your screen will then return to the Log-In page. If you wish to continue using EOP ASSIST, click the Cancel button. Your screen will return to the previous page.

### Chapter 4: Reviewing the App’s Layout and Features

If you are a school-based user, each time you log in to EOP ASSIST, you will first see the Home screen. This screen provides you with resources to support your understanding of the [Guide for Developing High-Quality School Emergency Operations Plans \(Guide\)](#), which the EOP ASSIST is based on. It is important to familiarize yourself with both the content of the *Guide* and the overall layout of EOP ASSIST to facilitate the development of a high-quality school EOP.



**Please note:** State Administrators and District Administrators will see a different screen when they first log in, which is discussed in further detail in [Chapter 6: Using the App as an Administrator](#).

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

EOP ASSIST User Manual

## Navigation Bar

EOP ASSIST is organized into six sections (or seven, if you have a School Administrator, District Administrator, or State Administrator User Role), which are displayed at the top of your screen in a dark gray ribbon. This is the Navigation Bar, which allows users to navigate through the various sections of EOP ASSIST: Home, My Account, Calendar, Planning Process, My EOP, Users (for administrators only), and Log Out.



## Before Using EOP ASSIST

Based on the Federal *Guide for Developing High-Quality School Emergency Operations Plans*, EOP ASSIST is a user-friendly tool that walks school and district emergency management practitioners through the *Guide's* recommended six step planning process for creating a customized and downloadable school emergency operations plan (EOP).

Before initiating the process of developing a school EOP, it is recommended that EOP ASSIST users familiarize themselves with the *Guide* by completing any or all of the following activities:

- Download and print a copy of the *Guide*. It will be useful to refer to this *Guide* as you progress throughout the tool.
- Read the *At-a-Glance* version of the *Guide*.
- View an archived *webinar* that introduces and summarizes the *Guide* through both slides and a video.
- Complete a free, 90- to 120-minute *online course* on the *Guide*.
- Request a free, on-site training, *Developing Emergency Operations Plans (EOPs) K-12 101 Training*, for your school, district, and/or broader school community.

In addition to becoming acquainted with the Federal guidance on the process for developing school EOPs, it is also recommended that EOP ASSIST users review additional school emergency management resources, including the following:

- *State-by-state requirements* for school EOPs;
- *A glossary* of emergency management terminology;
- *Guidance* on National Incident Management System (NIMS) Implementation Activities for Schools; and
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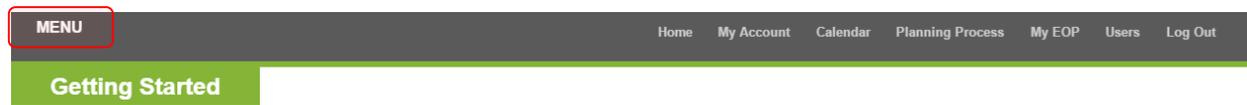


To use the Navigation Bar, click on the link for the section to which you wish to navigate. Please note that the Home/Getting Started and Planning Process sections contain multiple pages. This will require additional navigation, which is detailed in the following subsections. The other sections in the app only contain one page, which will appear when clicking on the link to that section from the Navigation Bar.

**Please note:** If your User Role is State Administrator, District Administrator, or School Administrator, you also will see Users in your Navigation Bar. This is described in more detail in [Chapter 6: Using the App as an Administrator](#). If you are seeking additional information on specific sections featured on the Navigation Bar, please see [Chapter 5: Using the App to Develop a School EOP](#).

### Slide-Out Menu

On the left-hand side of the dark gray ribbon, there is a Menu icon in white text and ALL CAPS. This Menu icon opens the Slide-Out Menu, which lets users navigate directly to any page within the Home/Getting Started and Planning Process sections. The Federal Government's recommended process for developing a high-quality school EOP involves six steps, and the Planning Process Section is structured according to those steps. The Slide-Out Menu lets users quickly access any of those six steps, or to view any page within a particular step. Additionally, each of the three pages in the Home/Getting Started Section is also listed on the Slide-Out Menu. This feature is helpful if users want to skip around between sections, rather than navigating from page to page in consecutive order.



### Before Using EOP ASSIST

Based on the Federal *Guide for Developing High-Quality School Emergency Operations Plans*, EOP ASSIST is a user-friendly tool that walks school and district emergency management practitioners through the *Guide's* recommended six step planning process for creating a customized and downloadable school emergency operations plan (EOP).

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In addition to becoming acquainted with the Federal guidance on the process for developing school EOPs, it is also recommended that EOP ASSIST users review additional school emergency management resources, including the following:

- [State-by-state requirements](#) for school EOPs;
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- [Guidance](#) on National Incident Management System (NIMS) Implementation Activities for Schools; and
- [A list of resources](#) supporting the *Guide for Developing High-Quality School Emergency Operations Plans*, which includes resources to support each of the six steps in the recommended planning process.



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To use this feature, start by clicking the Menu icon. The Slide-Out Menu will appear on the left-hand side of the screen, with a list of each of the six steps and Getting Started.

The screenshot displays the EOP ASSIST user interface. On the left, a blue slide-out menu is visible, containing the following items: GETTING STARTED, STEP 1, STEP 2, STEP 3, STEP 4, STEP 5, and STEP 6. The 'GETTING STARTED' item is highlighted in green. The main content area on the right is titled 'Getting Started' and contains the following text:

### Before Using EOP ASSIST

Based on the Federal *Guide for Developing High-Quality School Emergency Operations Plans*, EOP ASSIST is a user-friendly tool that walks school and management practitioners through the *Guide's* recommended six step planning process for creating a customized and downloadable school emergency management plan.

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- Read the [At-a-Glance version](#) of the *Guide*.
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- Request a free, on-site training, [Developing Emergency Operations Plans \(EOPs\) K-12 101 Training](#), for your school, district, and/or broader community.

In addition to becoming acquainted with the Federal guidance on the process for developing school EOPs, it is also recommended that EOP ASSIST users explore the following emergency management resources, including the following:

- [State-by-state requirements](#) for school EOPs;
- [A glossary](#) of emergency management terminology;
- [Guidance](#) on National Incident Management System (NIMS) Implementation Activities for Schools; and
- [A list of resources](#) supporting the *Guide for Developing High-Quality School Emergency Operations Plans*, which includes resources to support the recommended planning process.

At the bottom of the page, there is a logo for the Readiness and Emergency Management for Schools (REMS) Technical Assistance Center, along with the text '© 2015 United States Department of Education'.

When you click on a step or Getting Started, each page that exists within that step will appear underneath and in consecutive order in the Slide-Out Menu. When you select the desired page, the Slide-Out Menu will close and the page that you selected will appear on your screen.

The screenshot displays the EOP ASSIST user manual interface. At the top, there is a navigation bar with links for Home, My Account, Calendar, and Planning Process. Below this is a slide-out menu on the left side, titled 'MENU'. The menu items are: GETTING STARTED, STEP 1, STEP 2, STEP 3 (highlighted with a red circle), STEP 4, STEP 5, and STEP 6. The main content area on the right is titled 'Getting Started' and contains the following text:

### Before Using EOP ASSIST

Based on the Federal *Guide for Developing High-Quality School Emergency Operations Plans*, EOP ASSIST is a user-friendly tool that walks school and management practitioners through the *Guide's* recommended six step planning process for creating a customized and downloadable school emergency management plan. Before initiating the process of developing a school EOP, it is recommended that EOP ASSIST users familiarize themselves with the *Guide* by completing activities:

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At the bottom of the page, there is a logo for the Readiness and Emergency Management for Schools (REMS) Technical Assistance Center, along with the text '2015 © United States Department of Education'.

To exit the Slide-Out Menu at any time without navigating to another screen, click the X or Cancel icon in the top right-hand side of the Slide-Out Menu.

The screenshot displays the EOP ASSIST application interface. At the top, there is a dark grey navigation bar with a close button (X) and the word 'MENU' on the left, and links for 'Home', 'My Account', 'Calendar', and 'Planning Process' on the right. Below this is a slide-out menu with a blue background. The menu is divided into sections: 'GETTING STARTED' (highlighted in green), 'STEP 1', 'STEP 2', 'STEP 3', 'STEP 4', 'STEP 5', and 'STEP 6'. Under 'STEP 3', there are four sub-items: 'Overview of Step 3: Determine Goals and Objectives', 'Select Threats and Hazards to Address in the School EOP', 'Develop Goals and Objectives for Threats and Hazards', and 'Develop Goals and Objectives for Functions'. The main content area on the right is titled 'Getting Started' and contains the section 'Before Using EOP ASSIST'. This section includes a paragraph of introductory text, a list of activities to complete before starting, and a list of additional resources. The footer of the application includes the REMS logo and the text '2015 © United States Department of Education'.

**Please note:** For more information on moving through the Home/Getting Started or the Planning Process sections, please see [Chapter 5: Using the App to Develop a School EOP](#).

### Section Heading

Underneath the Navigation Bar on the left-hand side is a green block with white text. This is the Section Heading, which shows the section that you are in.

MENU

Home My Account Calendar Planning Process My EOP Users Log Out

Getting Started

 Resource Toolkit

#### Before Using EOP ASSIST

Based on the Federal *Guide for Developing High-Quality School Emergency Operations Plans*, EOP ASSIST is a user-friendly tool that walks school and district emergency management practitioners through the *Guide's* recommended six step planning process for creating a customized and downloadable school emergency operations plan (EOP).

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- *A list of resources* supporting the *Guide for Developing High-Quality School Emergency Operations Plans*, which includes resources to support each of the six steps in the recommended planning process.



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### Page Title

Each section contains one page, with the exception of Home/Getting Started and the Planning Process sections. The Home/Getting Started Section consists of three pages, while the Planning Process Section contains 25 pages, divided over six steps.

Underneath the Section Heading, the Page Title is written in large blue text. The Page Title shows the page that you are on, plus the subject matter of that page. The Page Title corresponds to the name of the page in the Slide-Out Menu.

The screenshot shows the top navigation bar with 'MENU' on the left and 'Home My Account Calendar Planning Process My EOP Users Log Out' on the right. Below this is a green bar with 'Getting Started' in white text. The main content area has a red-bordered box around the heading 'Before Using EOP ASSIST'. To the right of this box is a 'Resource Toolkit' icon. Below the heading is a paragraph of text, followed by a list of activities. Below that is another paragraph and a list of resources. At the bottom right of the content area are 'BACK' and 'NEXT' navigation arrows.



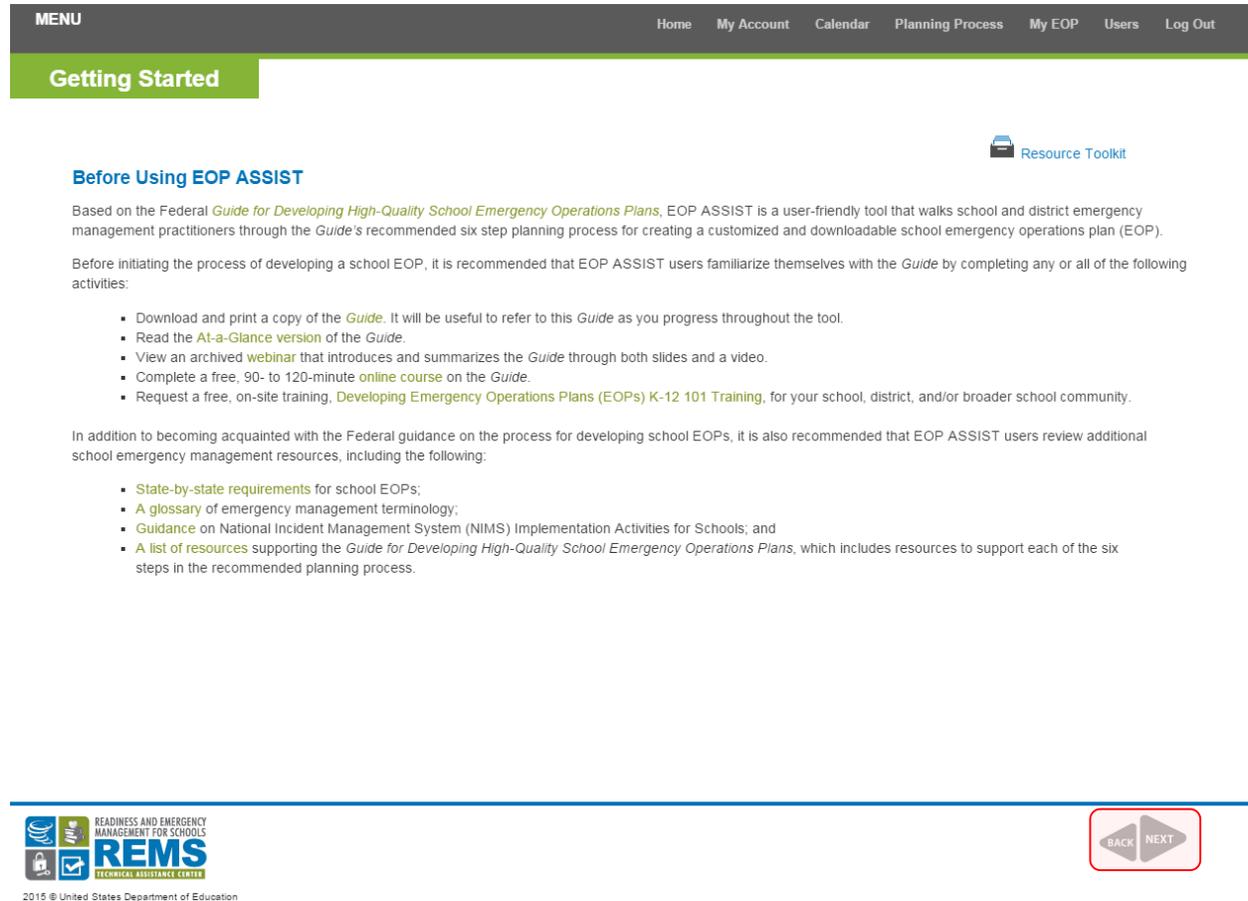
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**Please note:** The majority of the app’s content is located within the Planning Process Section. For a more detailed list or visual display of the app’s information architecture, please refer to [Appendix B. App Map](#).

### Next/Back Buttons

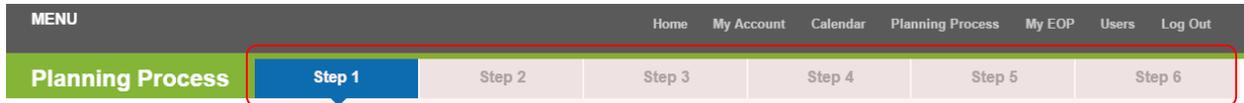
To navigate within the Home/Getting Started and Planning Process sections of EOP ASSIST, use the arrow buttons that say “Next” and “Back.” These buttons are located in the bottom right-hand corner of each page. The buttons lets users move through the app, both forwards and backwards, page by page.



To use this feature, click on the button that describes the direction in that you wish to move. To navigate forward in the app, please click the Next button, and to navigate backward, please click the Back button.

### Planning Process Tabs

Once you have navigated to the Planning Process Section, either through the Navigation Bar or the Slide-Out Menu, a bar of five gray boxes and one blue box will appear underneath the Navigation Bar and to the right of the Section Heading. These are the Planning Process tabs, which show the step you are in, and let you navigate between steps in the Planning Process Section.



#### Overview of Step 1: Form a Collaborative Planning Team

Lessons learned indicate that operational planning is best performed by a team. Step 1 of the six step planning process will provide your school with guidance on how to assemble a collaborative planning team that is ready to engage in the process of developing a school EOP.

##### Identify a Core Planning Team

Your school's first task is to identify a core planning team that includes diverse representation from the school and surrounding community. If your school already has a preliminary planning team, the guidance in this section may help schools consider how to expand or refine that team.

##### Form a Common Framework and Define and Assign Roles and Responsibilities

After establishing a core planning team, your team will need to establish a common framework, or a shared approach to facilitate mutual understanding among team members. Additionally, members of the planning team will need to know their roles and responsibilities to facilitate effective planning.

##### Determine a Regular Schedule of Meetings

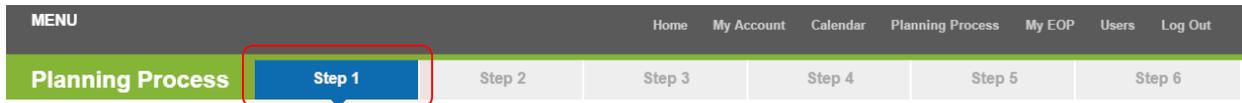
Finally, your team will be prompted to establish a regular schedule of meetings to facilitate greater collaboration among team members.

##### Outcome of Step 1

At the conclusion of Step 1, your school should have a collaborative planning team that is ready to undertake the work in Step 2—identifying and analyzing threats and hazards in the school and surrounding community.



The step highlighted by a filled blue box indicates your present location within the Planning Process Section, while the remaining gray boxes display the other steps that you are not working on. In the screen below, the Planning Process tabs show that you are currently working in Step 1 of the Planning Process Section.



### Overview of Step 1: Form a Collaborative Planning Team

Lessons learned indicate that operational planning is best performed by a team. Step 1 of the six step planning process will provide your school with guidance on how to assemble a collaborative planning team that is ready to engage in the process of developing a school EOP.

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Finally, your team will be prompted to establish a regular schedule of meetings to facilitate greater collaboration among team members.

#### Outcome of Step 1

At the conclusion of Step 1, your school should have a collaborative planning team that is ready to undertake the work in Step 2—identifying and analyzing threats and hazards in the school and surrounding community.



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To jump to another step, click on the tab that shows the step you want. You will see the first page, or overview, of the step that you selected. The tab for the step that you clicked on will turn blue, and the tab for the step you just visited will turn gray. In the screen below, the Planning Process tabs show that you have jumped to Step 3 of the Planning Process Section.

**MENU** Home My Account Calendar Planning Process My EOP Users Log Out

**Planning Process** Step 1 Step 2 **Step 3** Step 4 Step 5 Step 6

Resource Toolkit

### Overview of Step 3: Determine Goals and Objectives

Now that your planning team has a comprehensive, yet prioritized list of threats or hazards, Step 3 will prompt your team to select which threats or hazards will be included in the EOP, and then to develop **goals** and **objectives** for addressing those selected threats or hazards.

#### Select Threats and Hazards to Address in the School EOP

Your team's first task is to review the prioritized list of threats or hazards from Step 2 and to select which of those threats or hazards will be addressed in the school EOP.

#### Develop Goals and Objectives for Threats or Hazards

Next, your planning team will develop three goals (before, during, and after) to address each selected threat or hazard, and then develop corresponding objectives for each goal. Some goals and objectives apply to multiple threats or hazards and are therefore considered cross-cutting functions. During the process of developing goals and objectives for threats or hazards, your team will also need to identify which goals and objectives are functions and which are not.

#### Develop Goals and Objectives for Functions

After identifying cross-cutting functions, your team will develop goals and objectives for each function.

#### Outcome of Step 3

At the conclusion of Step 3, your planning team will have developed goals and objectives for each threat, hazard, and function. These goals and objectives will be carried forward to Step 4 and will be used as the basis for courses of action. Goals, objectives, and courses of action will ultimately form the Functional Annexes and Threat- and Hazard-Specific Annexes of the school EOP.



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You can also use the Planning Process tabs to return to the first page of the step that you are viewing. When you click on the blue tab for the step that you are working in, your screen will return to the first page of that step, and the tab will remain blue.

**Please note:** For more information on moving through the Planning Process Section, please see [Chapter 5: Using the App to Develop a School EOP](#).

### Resource Toolkit

Within the Home/Getting Started and Planning Process sections, you may find a file cabinet icon on the right-hand side of the screen. This is the Resource Toolkit, a feature containing additional guidance, resources, and examples to support your progress through EOP ASSIST. The Resource Toolkit is page-specific. In other words, the resources included on one page are customized to that page. Once a user navigates to a different page, the contents of the Resource Toolkit will change to reflect the new page.



### Before Using EOP ASSIST

Based on the Federal *Guide for Developing High-Quality School Emergency Operations Plans*, EOP ASSIST is a user-friendly tool that walks school and district emergency management practitioners through the *Guide*'s recommended six step planning process for creating a customized and downloadable school emergency operations plan (EOP).

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- Complete a free, 90- to 120-minute *online course* on the *Guide*.
- Request a free, on-site training, *Developing Emergency Operations Plans (EOPs) K-12 101 Training*, for your school, district, and/or broader school community.

In addition to becoming acquainted with the Federal guidance on the process for developing school EOPs, it is also recommended that EOP ASSIST users review additional school emergency management resources, including the following:

- *State-by-state requirements* for school EOPs;
- *A glossary* of emergency management terminology;
- *Guidance* on National Incident Management System (NIMS) Implementation Activities for Schools; and
- *A list of resources* supporting the *Guide for Developing High-Quality School Emergency Operations Plans*, which includes resources to support each of the six steps in the recommended planning process.

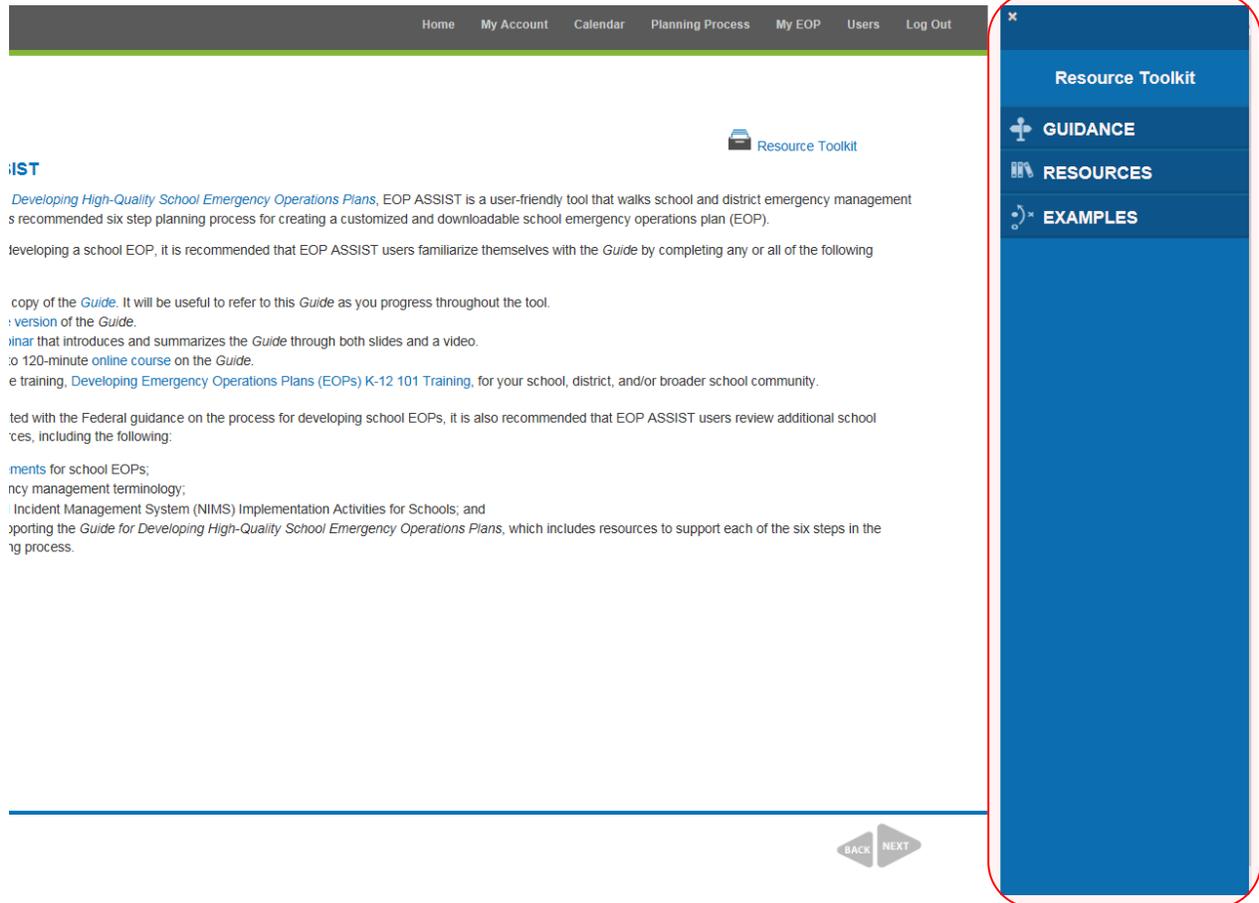


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# Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center

To use this feature, select the Resource Toolkit icon. A blue panel will appear on the right-hand side of the screen, which is the Resource Toolkit menu. This menu includes guidance, resources, and examples to support your completion of a particular step.



When you click on one of the three options, a list of links for different materials will appear underneath the selected option. If no resources for a given category drop down, it means that there are no resources for that category on that particular page.

The screenshot shows the EOP ASSIST user manual interface. At the top, there is a navigation bar with links: Home, My Account, Calendar, Planning Process, My EOP, Users, and Log Out. Below this, the main content area is titled "Resource Toolkit" and contains a section for "GUIDANCE" with a list of links. A sidebar menu on the right side of the page is highlighted with a red box and contains the following sections: "Resource Toolkit", "GUIDANCE", "RESOURCES", and "EXAMPLES". The "RESOURCES" section is expanded, showing a list of links: "Webinar Providing Overview of the Guide", "Online Course about the Guide", "Request a Free, On-Site Training on the Guide", "State-by-State Requirements for School EOPs", "Glossary of Emergency Management Terminology", "Guidance on NIMS Implementation for Schools", and "A List of Supporting Resources for the Guide". At the bottom of the page, there are "BACK" and "NEXT" navigation buttons.

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

Select the guidance, resource, or example that you would like to use. When you click on a particular link, it will open in a new tab—either as a web page or as a PDF document. To exit the menu, click on the X icon in the upper right corner of the Resource Toolkit menu, or anywhere on the main portion of the screen.

Home My Account Calendar Planning Process My EOP Users Log Out

Resource Toolkit

**GUIDANCE**

**RESOURCES**

- Webinar Providing Overview of the Guide
- Online Course about the Guide
- Request a Free, On-Site Training on the Guide
- State-by-State Requirements for School EOPs
- Glossary of Emergency Management Terminology
- Guidance on NIMS Implementation for Schools
- A List of Supporting Resources for the Guide

**EXAMPLES**

BACK NEXT

### User Roles

There are five possible User Roles available in EOP ASSIST: Super Administrators, State Administrators, District Administrators, School Administrators, and School Users.

Super Administrators are typically IT personnel who support the management of the app. Super Administrators are responsible for installing the app and setting up the app for use by other administrators. Details on how to set up the app are included in [Chapter 2: Getting Started](#).

State Administrators are largely responsible for enabling the use of EOP ASSIST by districts and schools throughout the state. State Administrators do not create school EOPs, but they can add and modify information through the Planning Process and Calendar sections. This may be helpful if State Administrators wish to create a sample plan or to coordinate planning activities. More information about each of these User Roles is detailed below.

District and School Administrators and School Users are important members of the collaborative planning team. They share the same capabilities for participating in the six-step planning process to develop a school EOP. These types of users can add and modify information through the Planning Process and Calendar sections, unless View-Only has been enabled for their profile. School Users and School Administrators, however, can only see and update such information for their own school, not other schools in their district.

#### ***Super Administrator***

There is one Super Administrator for EOP ASSIST, who has rights to all management functions of the app. At least three IT personnel at the institution hosting the EOP ASSIST (either state agency, district, or school) should have access to the log-in credentials for this account. The purpose of the Super Administrator is to set up the app for other users and to serve as the database manager of EOP ASSIST. The Super Administrator can create, block, and reactivate all users; modify all user profiles; reset passwords; create and modify all districts and schools; and control state access to school EOPs.

#### ***State Administrators***

State Administrators only exist when a state entity is hosting EOP ASSIST. They serve as the primary points of contact for District Administrators within their state and for School Administrators from independent schools. State Administrators can create users, block and reactivate users, reset passwords, and modify user profiles for all District Administrators, School Administrators, School Users, and other State Administrators within their state. State Administrators can also create and modify districts and schools within their state.

While State Administrators do not have access to the Planning Process Section for individual schools, they can enable the right to gain access to a school EOP once it has been generated. State Administrators also may use the Planning Process Section to develop a sample school EOP and to use the Calendar for the state-level team. The Incident Command System (ICS) recommends having at least one designated individual and two back-up personnel for each essential position. As such, it is recommended that there are at least three State Administrators designated for each state hosting EOP ASSIST.

### ***District Administrators***

District Administrators serve as the primary points of contact for School Administrators within their district. District Administrators can create users, block and reactivate users, reset passwords, and modify user profiles for all School Administrators, School Users, and other District Administrators within their district. District Administrators are also responsible for creating and modifying schools within their district. An extra privilege of District Administrators is that they can access and contribute to each school EOP within their district, and their Calendar displays all events planned for each school.

If District Administrators are using the state's account of EOP ASSIST, District Administrators may also grant or deny the state access to school EOPs in their district. The ICS recommends having at least one designated individual and two back-up personnel for each essential position. As such, it is recommended that there are at least three District Administrators designated for each district using EOP ASSIST.

### ***School Administrators***

School Administrators serve as the primary points of contact for their school collaborative planning team, and they're located at the school level. School Administrators can create users, block and reactivate users, reset passwords, and modify user profiles for School Users and other School Administrators at their school only. Since School Administrators are also members of the core planning team, they can access and contribute to their school EOP through the Planning Process section and to their school's Calendar.

If School Administrators are using the state's account of EOP ASSIST, School Administrators may also grant or deny the state access to their school EOP. The ICS recommends having at least one designated individual and two back-up personnel for each essential position. As such, it is recommended that there are at least three School Administrators designated for each school using EOP ASSIST.

### ***School Users***

Most users will have the role of School User. This means that they're a member of a school's collaborative planning team and have access to their school's planning process and EOP. School Users cannot see data from any other school, and do not have permissions that let them manage other users. School Users can update any information throughout the app, including their own personal information in the My Account Section. Further, some School Users may have view-only permissions, such as any individuals who may need to see the school EOP, but who aren't required to contribute to it. This feature is enabled by an Administrator. It restricts such users from adding or editing the Planning Process and Calendar sections, although they still have access to view such data.

***Please note:*** For more information about how to use this app as a Super Administrator, State Administrator, District Administrator, or School Administrator, please refer to [Chapter 6: Using the App as an Administrator](#).

## Chapter 5: Using the App to Develop a School EOP

EOP ASSIST was designed to walk school EOP planning team members through the recommended six-step planning process for developing a high-quality school EOP and to ultimately generate a school EOP based on that process. Most of the app’s functions related to these objectives occur within the Planning Process, Calendar, and My EOP sections of the app. These interactive sections support users with guidance and tools at each step of the way, and let users save, edit, and transfer school EOP data among the planning team. This chapter will provide further detail about how to use these sections to develop a school EOP.

### Home

Each time you log in to EOP ASSIST, with the exception of District Administrators, you will be presented with the Home screen, which is the first page of the Home/Getting Started Section. It is imperative that you review the information provided in this section each time you use EOP ASSIST, as it informed the design of the app. Explore each of the links, which provide you with direct access to the *Guide* on which EOP ASSIST is based, as well as other online resources and information on the six-step planning process from Federal agencies and the REMS TA Center. Below is a list of all links that are available in the Home/Getting Started Section, with a brief description of their contents and purpose.

Links	Description
<a href="#"><u>Guide for Developing High-Quality School Emergency Operations Plans</u></a>	Overview of the planning process outlined in the <i>Guide</i> . This web page on the REMS TA Center Website contains information on each of the six steps for developing a high-quality school EOP.
<a href="#"><u>At-a-Glance Version of the Guide</u></a>	Overview of the <i>Guide</i> . This web page on the REMS TA Center Website contains information on the principles of school emergency management planning, each of the six steps for developing a high-quality school EOP, and other EOP topics.
<a href="#"><u>An Overview of the Guide for Developing High-Quality School Emergency Operations Plans Webinar</u></a>	Archived presentation on the <i>Guide</i> . This recording on the REMS TA Center Website was developed and presented by representatives from multiple Federal agencies.
<a href="#"><u>Developing Emergency Operations Plans (EOPs) 101 Online Course</u></a>	Online course that introduces the process for developing high-quality school EOPs. These modules, which were developed by the REMS TA Center, support users in developing a high-quality school EOP.
<a href="#"><u>Developing Emergency Operations Plans (EOPs) K-12 101 Training</u></a>	Overview of in-person and free Trainings by Request. This web page on the REMS TA Center Website contains information on the various trainings available to the public, as well as how to request a training at your school or school district.
<a href="#"><u>State Emergency Management Resources</u></a>	Compilation of state requirements. This interactive infographic on the REMS TA Center Website contains state-level information related to school safety and emergency management.

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

EOP ASSIST User Manual

<a href="#"><u>Glossary of Emergency Management Terminology</u></a>	List of terminology used in the field of emergency management for schools. This document, which was developed by the REMS TA Center, contains information on key terms commonly used throughout materials and resources.
<a href="#"><u>Guidance on National Incident Management System (NIMS) Implementation Activities for Schools</u></a>	Overview of Federal guidance for implementing NIMS. This web page on the REMS TA Center Website contains information on NIMS implementation and additional NIMS resources.
<a href="#"><u>List of Resources</u></a>	Links for resources that support the <i>Guide</i> . This document contains a list of information from Federal agencies and the REMS TA Center, organized by the following topics: planning principles, the six-step planning process, and plan content.
<a href="#"><u>Planning Principles</u></a>	Overview of the planning principles outlined in the <i>Guide</i> . This web page on the REMS TA Center Website contains information on each of the six planning principles that are important in developing a comprehensive school EOP.
<a href="#"><u>Six-Step Planning Process</u></a>	Overview of the planning process outlined in the <i>Guide</i> . This web page on the REMS TA Center Website contains information on each of the six steps for developing a high-quality school EOP.

To access this section at any time, click the Home button in the Navigation Bar. This will let you navigate to the first page within the Home/Getting Started Section: Before Using EOP ASSIST.



### Before Using EOP ASSIST

Based on the Federal *Guide for Developing High-Quality School Emergency Operations Plans*, EOP ASSIST is a user-friendly tool that walks school and district emergency management practitioners through the *Guide's* recommended six step planning process for creating a customized and downloadable school emergency operations plan (EOP).

Before initiating the process of developing a school EOP, it is recommended that EOP ASSIST users familiarize themselves with the *Guide* by completing any or all of the following activities:

- Download and print a copy of the *Guide*. It will be useful to refer to this *Guide* as you progress throughout the tool.
- Read the [At-a-Glance version](#) of the *Guide*.
- View an archived [webinar](#) that introduces and summarizes the *Guide* through both slides and a video.
- Complete a free, 90- to 120-minute [online course](#) on the *Guide*.
- Request a free, on-site training, [Developing Emergency Operations Plans \(EOPs\) K-12 101 Training](#), for your school, district, and/or broader school community.

In addition to becoming acquainted with the Federal guidance on the process for developing school EOPs, it is also recommended that EOP ASSIST users review additional school emergency management resources, including the following:

- [State-by-state requirements](#) for school EOPs;
- [A glossary](#) of emergency management terminology;
- [Guidance](#) on National Incident Management System (NIMS) Implementation Activities for Schools; and
- [A list of resources](#) supporting the *Guide for Developing High-Quality School Emergency Operations Plans*, which includes resources to support each of the six steps in the recommended planning process.



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You may also navigate to a specific page within this section by using the Slide-Out Menu. Select the Menu icon, which will activate the Slide-Out Menu. Next, select Getting Started, which will list each of the three pages by title. Select the page that you want to navigate. Your screen will switch to that page.

The screenshot displays the EOP ASSIST application interface. At the top, there is a navigation bar with links for Home, My Account, Calendar, and Planning Process. A 'MENU' icon is highlighted with a red box. Below the navigation bar, a slide-out menu is visible, listing 'GETTING STARTED' and 'STEP 1' through 'STEP 6'. The 'GETTING STARTED' section is expanded, showing three sub-items: 'Before Using EOP ASSIST', 'How Teams Can Use EOP ASSIST', and 'Introduction to the Planning Process'. The 'Before Using EOP ASSIST' item is selected, and its content is displayed in the main area. The content includes a title 'Before Using EOP ASSIST', a paragraph explaining the tool's purpose, and a list of activities to complete before starting the EOP development process. The footer of the page features the REMS logo and the text '2015 © United States Department of Education'.

**Please note:** For more information on using the Slide-Out Menu, please refer to [Chapter 4: Reviewing the App's Layout and Features](#).

## The Planning Process

After you have progressed through the Home/Getting Started Section, you will arrive at the Planning Process Section. This can happen by clicking the Next button or by selecting Planning Process in the Navigation Bar. You will begin in Step 1, which is the beginning of the Planning Process, and progress through each of the six steps. The Planning Process Section is where the bulk of the app is located, and it is where you enter and save data that will populate your school EOP. When you reach the last page of Step 6 and click the Next button, you will be directed to the Home/Getting Started Section again. This is because the six-step planning process is continuous and cyclical, and the completion of Step 6 initiates the planning cycle all over again. A high-quality school EOP requires continual evolution in order to meet the needs of the school and surrounding community.

To access this section at any time, click the Planning Process button in the Navigation Bar. This will let you navigate to the first page of Step 1: Overview of Step 1: Form a Collaborative Planning Team.



### Overview of Step 1: Form a Collaborative Planning Team

Lessons learned indicate that operational planning is best performed by a team. Step 1 of the six step planning process will provide your school with guidance on how to assemble a collaborative planning team that is ready to engage in the process of developing a school EOP.

#### Identify a Core Planning Team

Your school's first task is to identify a core planning team that includes diverse representation from the school and surrounding community. If your school already has a preliminary planning team, the guidance in this section may help schools consider how to expand or refine that team.

#### Form a Common Framework and Define and Assign Roles and Responsibilities

After establishing a core planning team, your team will need to establish a common framework, or a shared approach to facilitate mutual understanding among team members. Additionally, members of the planning team will need to know their roles and responsibilities to facilitate effective planning.

#### Determine a Regular Schedule of Meetings

Finally, your team will be prompted to establish a regular schedule of meetings to facilitate greater collaboration among team members.

#### Outcome of Step 1

At the conclusion of Step 1, your school should have a collaborative planning team that is ready to undertake the work in Step 2—identifying and analyzing threats and hazards in the school and surrounding community.

### *Pre-Population of Data*

In order to enter, save, and update data in the Planning Process, follow the directions and prompts on each page. You can edit all data in each of the 10 forms, which are listed below, by location.

Location	Description of Form
Step 1	<ul style="list-style-type: none"> <li>Identify a Core Planning Team</li> </ul>
Step 2	<ul style="list-style-type: none"> <li>Develop a Comprehensive List of Threats and Hazards Using a Variety of Data Sources</li> </ul>
Step 3	<ul style="list-style-type: none"> <li>Select Threats and Hazards to Address in the School EOP</li> <li>Develop Goals and Objectives for Threats and Hazards</li> <li>Develop Goals and Objectives for Functions</li> </ul>
Step 4	<ul style="list-style-type: none"> <li>Develop Courses of Action for Threats and Hazards</li> <li>Develop Courses of Action for Functions</li> </ul>
Step 5	<ul style="list-style-type: none"> <li>Prepare the Draft EOP: Threat- and Hazard-Specific Annexes</li> <li>Prepare the Draft EOP: Functional Annexes</li> <li>Prepare the Draft EOP: Basic Plan</li> </ul>

It is important for users to understand how data flows through the app. Data saved in Step 1 doesn't appear anywhere else in the app, nor does it appear in the school EOP. This form serves as a list of contact information for each member in the collaborative planning team. While the form is important in the six-step planning process, it doesn't result in specific data that will inform the rest of the five steps. Users can add, edit, and save contact information for planning team members through the form and accompanying table. Collaborative planning team members can revisit this page throughout the planning process to access contact information for other members of the planning team, and may export this list into an Excel spreadsheet for offline access.

In contrast, data saved in Step 2 informs the data that is populated throughout the rest of the app. Use this form to create and edit threats and hazards that will be addressed within your school EOP. If at any time in the planning process you need to update the name of a threat or hazard, please return to this form and the accompanying table to do so. Threats and hazards aren't editable anywhere else within the Planning Process Section.

Data that pre-populates in Step 3 is that which was saved in Step 2. All threats and hazards created in Step 2 will appear in the first form of Step 3, which lets users select those threats and hazards that they wish to address in the school EOP. Only those threats and hazards that are selected in the first form will appear in the second form of Step 3, unless it is not your planning team's first time using the app.

If it is your team's first time using the app, the second form will display any threats and hazards for which the team has developed goals and objectives, plus any threats or hazards that are selected in the first form. If your planning team has developed goals and objectives for a threat or hazard, but then de-selects that threat or hazard in the first form in Step 3, this threat or hazard will still appear in the Add/Edit Goals and Objectives for Threats and Hazards table. However, it will not be editable (as denoted by the View icon) or exported into the school EOP. Also in Step 3, while developing goals and

objectives for threats and hazards, users are prompted to identify cross-cutting functions. These functions then pre-populate the third table in Step 3, where users develop goals and objectives for functions.

Data saved in Step 3 also pre-populates in Step 4. Only threats, hazards, and functions for which goals and objectives were developed and saved in Step 3 will appear here. Step 4 prompts users to identify courses of action, with the first form being for threats and hazards, and the second form being for functions. At this point, threats and hazards and cross-cutting functions are no longer attached to each other as they were in the second form of Step 3, and are each treated as separate pieces of data.

If you need to edit any goals and objectives for threats and hazards or functions, please return to Step 3, as only courses of action can be saved and edited in Step 4. If your planning team has developed courses of action for a threat or hazard, but then de-selects that threat or hazard in the first form in Step 3, this threat or hazard will still appear in the Add/Edit Courses of Action for Threats and Hazards table. However, it will not be editable (as denoted by the View icon) or exported into the school EOP.

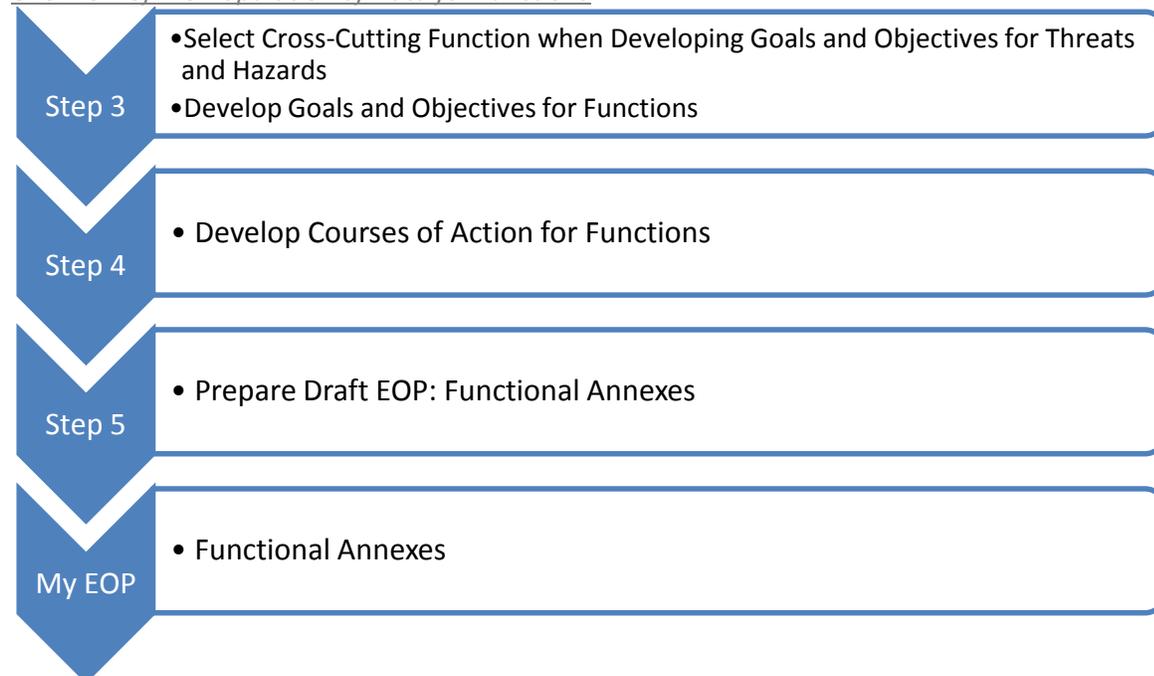
Data saved in Step 3 and Step 4 pre-populates in the first two forms of Step 5. The goals and objectives from Step 3, as well as the courses of action from Step 4, are now all editable in Step 5. This is where you edit your functional and threat- and hazard-specific annexes, which are composed of functions, threats, and hazards, and their respective goals, objectives, and courses of action.

If your planning team has developed goals, objectives, and courses of action for a threat or hazard, but then de-selects the threat or hazard in the first form in Step 3, this threat or hazard will still appear in the Edit Threat- and Hazard-Specific Annexes table. However, it will not be editable (as denoted by the View icon) or exported into the school EOP.

## Overview of Pre-Population of Data for Threats and Hazards



## Overview of Pre-Population of Data for Functions



### ***Basic Plan Section***

Additionally, there is a separate form in Step 5 that lets users create and edit the Basic Plan Section of the draft school EOP. This data is separate from the rest of the forms and is unique because you can upload external documents to populate this form, such as an entire basic plan and an existing cover page.

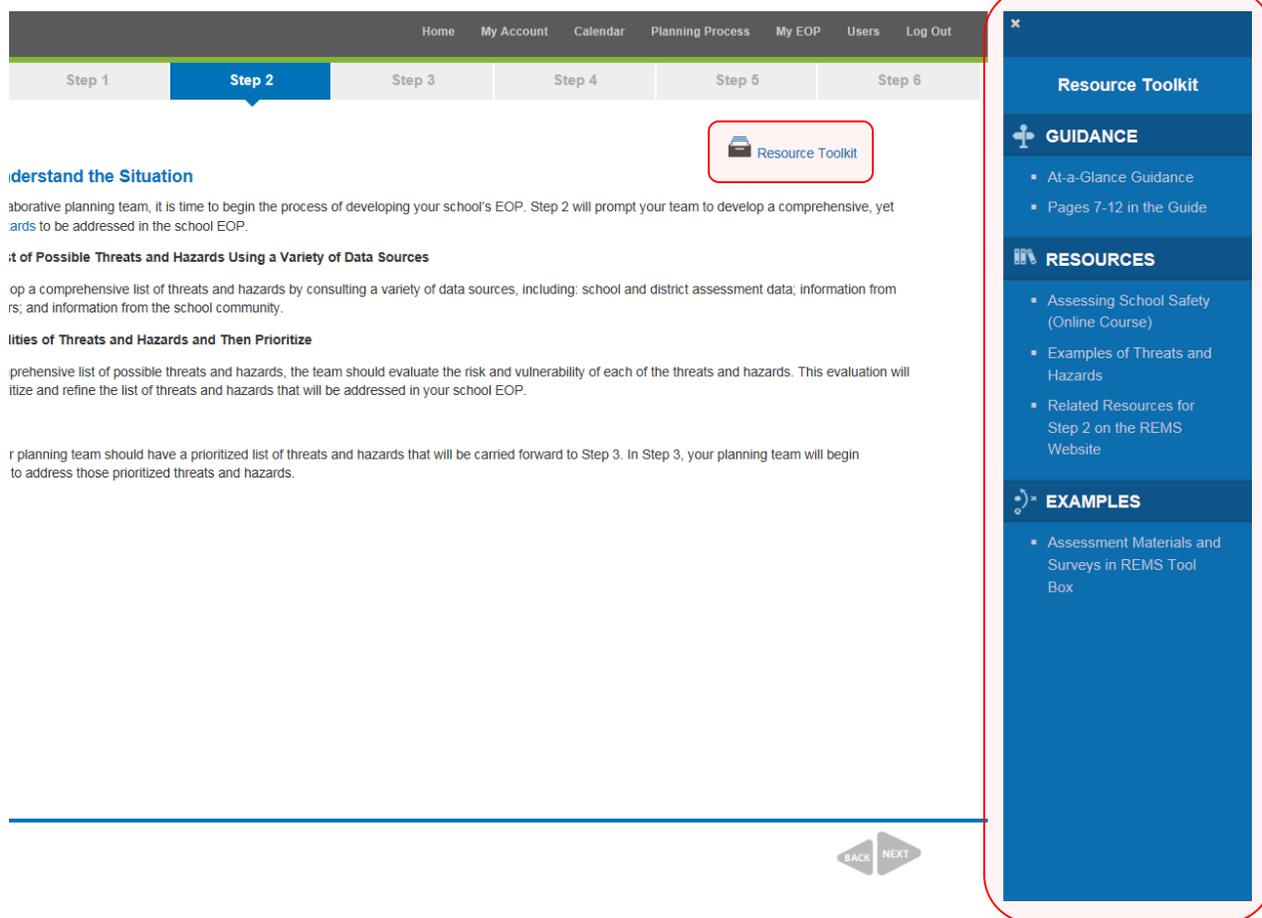
If you use the upload feature, only one uploaded document can be saved in Step 5 of the Planning Process Section at any time, and it must be uploaded in the form of a Microsoft Word document. Simply follow the instructions and prompts to upload your Basic Plan. If the Basic Plan is updated at any time, you must also manually change the date of the school EOP in either Section 1 or in the downloaded school EOP each time the plan is updated. Otherwise, the school EOP will display the previously-saved date.

Completing the three forms in Step 5 will complete the three sections of a draft high-quality school EOP: Basic Plan, Functional Annexes, and Threat- and Hazard-Specific Annexes.

***Please note:*** For more information on how to save and edit data in the Planning Process Section, please refer to [Appendix A. Troubleshooting](#).

## Resource Toolkit

The Resource Toolkit includes useful materials to help you complete your school EOP and is only available in the Home/Getting Started and Planning Process sections. This should be used as an additional source of information to enrich your knowledge of the six-step planning process. Guidance contains links that lead users directly to the *Guide* and to at-a-glance information on the *Guide*. Resources include a wide variety of tools, documents, online courses, and training materials that were developed for and by Federal agencies and the REMS TA Center. Examples contain links that show the tangible result and product of the step in which you are located in the app.



**Please note:** For more information on how to open, use, and close the Resource Toolkit, please refer to [Chapter 4: Reviewing the App's Layout and Features](#).

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

## Calendar

School emergency management planning is an ongoing effort that is reinforced through regularly scheduled planning meetings. Often, planning teams creating new school EOPs will have to meet frequently at first. Once the school EOP is in place, teams will need less frequent, but regular meetings to revise and maintain the plan. The Calendar Section will help you schedule meetings and create reminders and notifications to support the team’s planning process.

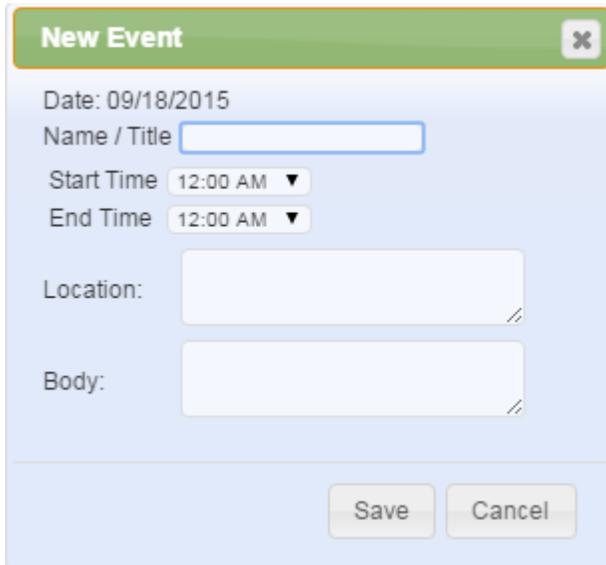
School Users and School Administrators will only see the events planned for their individual school. These events will also be seen by the District Administrators, who will see all events planned for each school in their district. State Administrators, however, will only see events planned at the state level, which will not be shared with users at the school and district levels.

To use this feature, click on Calendar in the Navigation Bar. There also are links to the Calendar feature in Step 1 and Step 6 of the app, which will open the Calendar in a new browser.

The screenshot displays the EOP ASSIST user interface. At the top, a dark navigation bar contains the word "MENU" on the left and several menu items: "Home", "My Account", "Calendar", "Planning Process", "My EOP", "Users", and "Log Out". The "Calendar" item is highlighted with a red rectangular box. Below the navigation bar, a green header bar displays the word "Calendar". The main content area shows a calendar for "September 2015". The calendar includes navigation arrows, a "today" button, and view options for "month", "week", and "day". The calendar grid shows days of the week (Sun to Sat) and dates from 30 to 10. The date 11 is highlighted in yellow.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

To create an event, click on the day that the event will take place. A new window will open, which will let you confirm and adjust the start time and end time, as well as add the event title, location, and description.



The screenshot shows a 'New Event' pop-up window with a green header and a close button (X). The form contains the following fields:

- Date: 09/18/2015
- Name / Title:
- Start Time: 12:00 AM ▼
- End Time: 12:00 AM ▼
- Location:
- Body:

At the bottom of the window are two buttons: 'Save' and 'Cancel'.

Click the Save button to post the event to the calendar and Cancel to exit the pop-up window without saving. Your screen will return to the Calendar Section.

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

EOP ASSIST User Manual

If you wish to edit an existing event, select the event in the calendar.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**Calendar**

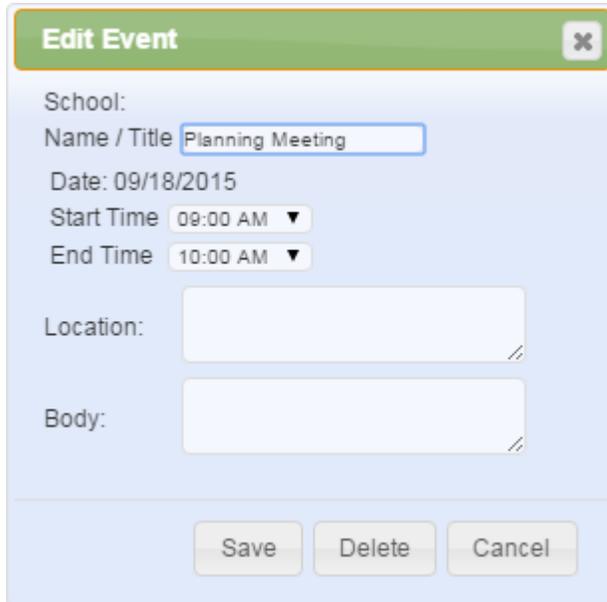
< > today September 2015 month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 9AM Planning Meeting	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10



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A new window will open. Edit the event, as needed, and click the Save button.



The screenshot shows a dialog box titled "Edit Event" with a close button (X) in the top right corner. The form contains the following fields and controls:

- School:** A label above the "Name / Title" field.
- Name / Title:** A text input field containing the text "Planning Meeting".
- Date:** A text input field containing the date "09/18/2015".
- Start Time:** A dropdown menu showing "09:00 AM" with a downward arrow.
- End Time:** A dropdown menu showing "10:00 AM" with a downward arrow.
- Location:** A text input field.
- Body:** A text input field.
- Buttons:** Three buttons at the bottom: "Save", "Delete", and "Cancel".

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

You can view your calendar by month, week, or day. To switch the display of the calendar, click on one of the buttons in the upper right-hand corner of the page. The screen below shows the calendar in weekly view.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**Calendar**

< > today Sep 13 — 19, 2015 month week day

	Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19
all-day							
6am							
7am							
8am							
9am						9AM - 10AM Planning Meeting	
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							

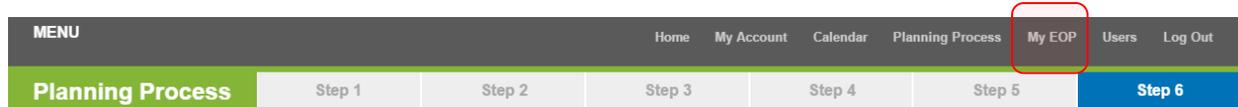


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# Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center

## My EOP

The result of the six-step planning process is the school EOP, which is accessed in the My EOP Section. If you wish to update your school EOP at any time, return to Step 5. You can navigate to the My EOP Section through links provided in Step 5 and Step 6, as well as through the Navigation Bar at any time.



### Thank You for Using EOP ASSIST

Your planning team has just completed the six step planning process for developing a high-quality school EOP. Your team deserves congratulations for the important strides you have taken to improve emergency management at your school!

Although completing the six step planning process is a significant milestone, it does not mean that your work is done. High-quality school emergency planning is a continuous, cyclical process, and completing Step 6 starts the planning cycle over again. Because your planning team used EOP ASSIST to build your school EOP, your team can expect a smooth and efficient updating process. Instead of reentering all of your plan information, your team can easily navigate to the specific steps or plan sections that need updating. After making updates into the designated fields in the EOP ASSIST Planning Process, your team can export the updated plan using the [My EOP](#) feature.

Remember, a high-quality plan is one that continually evolves to meet the needs of the school and the surrounding community.

Thank you for using EOP ASSIST.



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Once you have reached the My EOP Section, you have the option to download the plan as a Microsoft Word document. Downloading a Word file will let your team create a table of contents and to review and revise the plan. It also lets you control versions of your school EOP by saving the Word document to your school's or district's designated secure system. This is important because only the most up-to-date version of your school EOP will be available on EOP ASSIST. That is, once data is updated at any time, your school EOP will be updated and your collaborative planning team will not be able to access the previous version within the app.

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

To download your plan, click on My EOP in the Navigation Bar. You will be directed to the My EOP Section, which contains the most up-to-date school EOP generated from the Planning Process Section. Click the Download button and save the file to your school's or district's designated secure system.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**MY EOP**

Show 10 entries

Date	Basic Plan Source	School EOP
08/31/2015 7:23 am	External / Uploaded	<a href="#">Download</a>

Showing 1 to 1 of 1 entries Previous 1 Next



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**Please note:** State Administrators and District Administrators are presented with multiple school EOPs on this page. To explore the functions and purpose of this page for those User Roles, please refer to [Chapter 6: Using the App as an Administrator](#).

Your team may prefer to share the plan in a PDF format. If so, after you have downloaded your plan, save your Word file as a PDF document by clicking Save As in Microsoft Word. Then, click the Save as Type drop-down menu and select PDF.

## Chapter 6: Using the App as an Administrator

In addition to all of the features discussed in [Chapter 5: Using the App to Develop a School EOP](#), users with administrative privileges—including Super Administrators, State Administrators, District Administrators and School Administrators—will have added capabilities. Each of these Administrators can manage the users on a school planning team, although in different capacities. This chapter describes the uses and functions of these added capabilities for Super Administrators, State Administrators, District Administrators, and School Administrators.

### Super Administrator

The Super Administrator serves as the database manager for EOP ASSIST. As such, the Super Administrator can manage all users, districts, and schools (if applicable) that use EOP ASSIST. To access this feature, select Users on the Navigation Bar.



User Management | School Management | District Management | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	john@state.gov	10001	Active	District Administrator		Public Schools Public Schools	No	Reset	Edit   Block
Jane Doe	jane@state.gov	10002	Active	State Administrator			No	Reset	Edit   Block
John Doe	john@state.gov	10003	Active	District Administrator		Public Schools Public Schools	No	Reset	Edit   Block
John Doe	john@state.gov	10004	Active	School Administrator	Public Schools Public Schools	District 1	No	Reset	Edit   Block
John Doe	john@state.gov	10005	Active	District Administrator		Public Schools	No	Reset	Edit   Block
John Doe	john@state.gov	10006	Active	School User	Public Schools Public Schools	District 1	No	Reset	Edit   Block
John Doe	john@state.gov	10007	Active	School User	Public Schools Public Schools	Public Schools Public Schools	No	Reset	Edit   Block
John Doe	john@state.gov	10008	Active	School Administrator	Public Schools	District 1	Yes	Reset	Edit   Block
John Doe	john@state.gov	10009	Active	School Administrator	Public Schools High School	Public Schools Public Schools	No	Reset	Edit   Block
John Doe	john@state.gov	10010	Active	School Administrator	Public Schools	District 1	No	Reset	Edit   Block

Showing 1 to 10 of 79 entries Previous 1 2 3 4 5 ... 8 Next



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

## User List

As the Super Administrator, you will first see a list of users within your state, district, or school, which is called the User List. This lets you view all current (and previous) users that have access to each school EOP within your state, district, or school. Users can be sorted alphabetically by various categories so that you can more easily find a specific user. To use this feature, simply click the arrows next to the column title that you wish to use to sort the users.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

Users Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

Create New User

Show | 10 | entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Davis	john.davis@state.gov	10001	Active	District Administrator	Public Schools	Public Schools	No	Reset	Edit   Block
Jane Johnson	jane.johnson@state.gov	10002	Active	State Administrator			No	Reset	Edit   Block
John Lee	john.lee@state.gov	10003	Active	District Administrator	Public Schools	Public Schools	No	Reset	Edit   Block
John Smith	john.smith@state.gov	10004	Active	School Administrator	Public Schools	Public Schools	No	Reset	Edit   Block
John White	john.white@state.gov	10005	Active	District Administrator	Public Schools	Public Schools	No	Reset	Edit   Block
John Brown	john.brown@state.gov	10006	Active	School User	ABC High School	District ABC	No	Reset	Edit   Block
John Green	john.green@state.gov	10007	Active	School User	Deforest Middle School	Public Schools	No	Reset	Edit   Block
John Hill	john.hill@state.gov	10008	Active	School Administrator	Public Schools	District ABC	Yes	Reset	Edit   Block
John King	john.king@state.gov	10009	Active	School Administrator	Public Schools	Public Schools	No	Reset	Edit   Block
John Lopez	john.lopez@state.gov	10010	Active	School Administrator	Public Schools	Public Schools	No	Reset	Edit   Block

Showing 1 to 10 of 79 entries Previous 1 2 3 4 5 8 Next



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

## Creating Users

You can also create new users to contribute to any school EOP within EOP ASSIST. To do so, click the Create New User button above the User List.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Users** Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

[Create New User](#)

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	john@state.gov	10001	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
Jane Doe	jane@state.gov	10002	Active	State Administrator			No	Reset	Edit   Block
John Doe	john@state.gov	10003	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
John Doe	john@state.gov	10004	Active	School Administrator	Public Schools District	District	No	Reset	Edit   Block
John Doe	john@state.gov	10005	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
John Doe	john@state.gov	10006	Active	School User	Public Schools District	District	No	Reset	Edit   Block
John Doe	john@state.gov	10007	Active	School User	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Doe	john@state.gov	10008	Active	School Administrator	Public Schools District	District	Yes	Reset	Edit   Block
John Doe	john@state.gov	10009	Active	School Administrator	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Doe	john@state.gov	10010	Active	School Administrator	Public Schools District	District	No	Reset	Edit   Block

Showing 1 to 10 of 79 entries Previous 1 2 3 4 5 ... 8 Next



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

A field will appear above the User List, titled “Create New User.” Input the appropriate data in the fields. The red asterisks\* indicate which fields are required for the creation of each user profile. User IDs and email addresses must be unique for each user. The User Role drop-down menu will list four options: (1) District Administrator, (2) School Administrator, (3) School User, and (4) State Administrator.

When creating a School User, you can enable View-Only permissions, which means the School User will only be able to view (and not add or edit) data within the Planning Process and Calendar sections. When all of the appropriate data has been entered and selected, click Save. The new user will appear in the User List.

MENU
School: --Select--
Home My Account Calendar Planning Process My EOP Users Log Out

Create User
Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

### Create New User

* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
* Email:	<input type="text"/>
Phone Number:	<input type="text"/>
* User ID:	<input type="text"/>
* Password:	<input type="password"/>
* Confirm Password:	<input type="password"/>
* User Role:	--Select--

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
Aaron Banks	abanks@ed.gov	ABanks	Active	District Administrator		Falls Hills County Public Schools	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Alison California	jdoe@StateEducationalAgency.org	acurtis	Active	State Administrator			No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Alison Curtis	acurtis@seiservices.com	alison	Active	District Administrator		Poway Unified School District1	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Another FSL001_schooluser	ffhfhfh@fake.fake5	delme001	Active	School Administrator	Painted Rock Elementary School	District B	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
asdfs adieffa	afeadf@seiservices.com	sample	Active	District Administrator		Frst Districts	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
bbbbbb bbbbbb	bbbbbb@fake.fake	bbbbbb	Active	School User	ABC High School	District ABC	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Brian Bridges	sb@sb.edu	bribridges	Active	School User	Stoneybrook Middle School	Falls Hills County Public Schools	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
bvbb vbvb	svb@ss.c	vbb	Active	School Administrator	FSL004	District A	Yes	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Curtis Curtis	acurtis@gmail.com	curtis	Active	School Administrator	Rancho Bernardo High School	Poway Unified School District1	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
District C_admin	disc@fake.fake	districtc	Active	School Administrator	hpjpopo	uiyuioyuy	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>

Showing 1 to 10 of 79 entries Previous 1 2 3 4 5 ... 8 Next

Share the newly created User ID and password with the user so that he or she can log in and change his or her account information. When a profile is created, the user is automatically given an “active” status. This means that new users have access to EOP ASSIST through their respective log-in information.

***Please note:** Although the Super Administrator can create a new user with any User Role, he or she should only be responsible for creating the first new user at the highest level of the entity hosting the app. In the case of state-level hosting, the Super Administrator should only create the first State Administrator. In the case of district-level hosting, the Super Administrator should only create the first District Administrator. In the case of school-level hosting, the Super Administrator should only create the first School Administrator. The responsibility of creating subsequent users should be left to the other Administrators at the state, district, or school levels.*

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

## Resetting Passwords

As the Super Administrator, you also have permission to reset passwords. If a state agency is hosting the app, State Administrators who have forgotten their password may contact you. You may also reset the passwords for District Administrators, School Administrators, and School Users, but they should contact their respective State Administrators, District Administrators, and School Administrators for this request.

Likewise, if a district is hosting the app, District Administrators who have forgotten their password may contact you. You may also reset passwords for School Administrators and School Users, but they should contact their respective District Administrators and School Administrators for this request. To reset a password, click the Reset button in the Password column for the corresponding user.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Users** Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@state.gov	10001	Active	District Administrator	Public Middle School	Public Middle School	No	Reset	Edit   Block
Jane Doe	jane.doe@state.gov	10002	Active	State Administrator			No	Reset	Edit   Block
John Doe	john.doe@state.gov	10003	Active	District Administrator	Public Middle School	Public Middle School	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10004	Active	School Administrator	Public Middle School	Public Middle School	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10005	Active	District Administrator	Public Middle School	Public Middle School	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10006	Active	School User	Public Middle School	Public Middle School	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10007	Active	School User	Public Middle School	Public Middle School	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10008	Active	School Administrator	Public Middle School	Public Middle School	Yes	Reset	Edit   Block
John Doe	john.doe@state.gov	10009	Active	School Administrator	Public Middle School	Public Middle School	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10010	Active	School Administrator	Public Middle School	Public Middle School	No	Reset	Edit   Block

Showing 1 to 10 of 79 entries Previous 1 2 3 4 5 ... 8 Next



A pop-up notification will appear, titled “Reset Password.” Confirm that the First Name, Last Name, and User ID that appear are that of the user whose password you wish to reset. Enter a new password into the appropriate fields and click Reset Password.

Reset Password

First Name: [blurred]

Last Name: [blurred]

User ID: [blurred]

\* Enter New Password:

\* Confirm Password:

Reset Password Cancel

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

The fields will disappear and a confirmation message indicating that the password was reset successfully will appear. Share this new password with the user.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Users** Logged in as: admin | Role: Super Admin

✓ Password reset successfully!

User Management | School Management | District Management | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	john@state.gov	10001	Active	District Administrator		Public Schools, Public Schools	No	Reset	Edit   Block
John Smith	john@state.gov	10002	Active	State Administrator			No	Reset	Edit   Block
John Smith	john@state.gov	10003	Active	District Administrator		Public Schools, Public Schools	No	Reset	Edit   Block
John Smith	john@state.gov	10004	Active	School Administrator	Public Schools	District 1	No	Reset	Edit   Block
John Smith	john@state.gov	10005	Active	District Administrator		Public Schools	No	Reset	Edit   Block
John Smith	john@state.gov	10006	Active	School Administrator	Public Schools	District 1	No	Reset	Edit   Block
John Smith	john@state.gov	10007	Active	School User	Public Schools	District 1	No	Reset	Edit   Block
John Smith	john@state.gov	10008	Active	School User	Public Schools	District 1	No	Reset	Edit   Block
John Smith	john@state.gov	10009	Active	School Administrator	Public Schools	District 1	Yes	Reset	Edit   Block
John Smith	john@state.gov	10010	Active	School Administrator	Public Schools	District 1	No	Reset	Edit   Block

Showing 1 to 10 of 81 entries Previous 1 2 3 4 5 ... 9 Next



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

## Modifying User Profiles

The Super Administrator also has permission to modify user profiles. To use this feature, click the Edit button in the Modify User column for the user profile that you wish to modify.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Users** Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

Create New User

Show 10 entries Search:

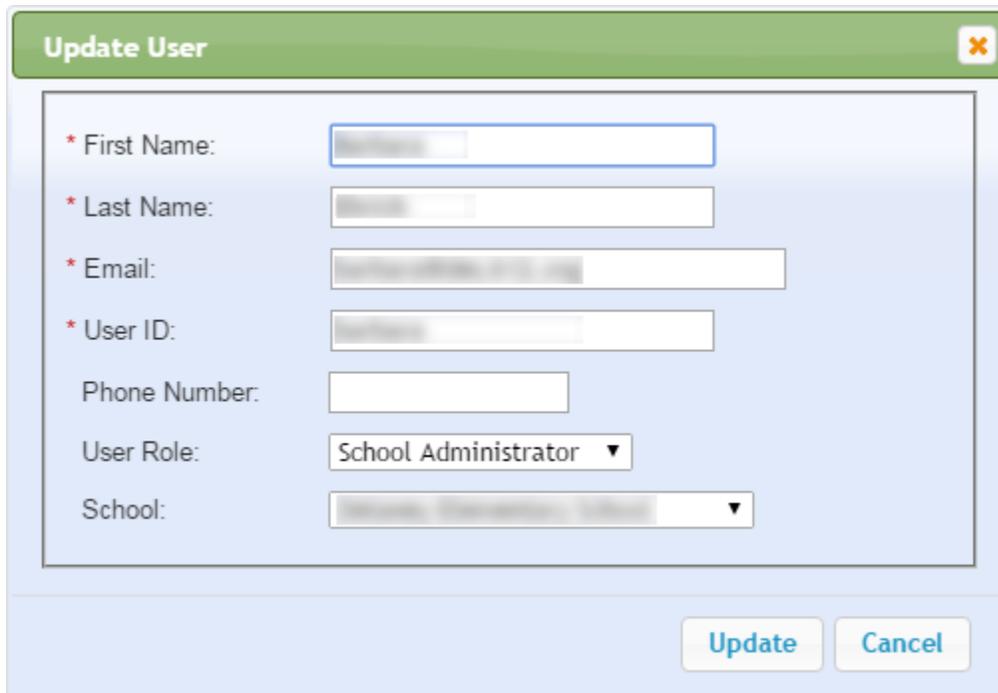
Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	john@state.gov	10001	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
Jane Johnson	jane@state.gov	10002	Active	State Administrator			No	Reset	Edit   Block
John Doe	john@state.gov	10003	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
John Smith	john@state.gov	10004	Active	School Administrator	Public Schools District	District	No	Reset	Edit   Block
John Smith	john@state.gov	10005	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
John Smith	john@state.gov	10006	Active	School User	Public Schools District	District	No	Reset	Edit   Block
John Smith	john@state.gov	10007	Active	School User	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Smith	john@state.gov	10008	Active	School Administrator	Public Schools District	District	Yes	Reset	Edit   Block
John Smith	john@state.gov	10009	Active	School Administrator	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Smith	john@state.gov	10010	Active	School Administrator	Public Schools District	District	No	Reset	Edit   Block

Showing 1 to 10 of 79 entries Previous 1 2 3 4 5 ... 8 Next



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A pop-up notification will appear, titled “Update User.” Edit the data, as needed, and click the Update button. When editing a School User, you can enable View-Only permissions, which means the School User will only be able to view (and not add or edit) data within the Planning Process and Calendar sections. The pop-up will disappear, and the updated data will appear in the User List.



The screenshot shows a pop-up window titled "Update User" with a close button (X) in the top right corner. The form contains the following fields:

- \* First Name:
- \* Last Name:
- \* Email:
- \* User ID:
- Phone Number:
- User Role:  (dropdown menu)
- School:  (dropdown menu)

At the bottom right of the form are two buttons: "Update" and "Cancel".

The Super Administrator has permissions to update the following information for users within their state, district, or school: name, email address, phone number, User ID, User Role, and district or school affiliation (if applicable).

**Please note:** You cannot change your own User Role and no other users can change the User Role of the Super Administrator.

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

## Managing Districts

If a state agency or a district is hosting the app, the Super Administrator can manage the district(s) using EOP ASSIST. This includes adding a district(s) into the app, as well as editing an existing district(s) within the app. To use this feature, select the District Management tab above the User List.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

Users Logged in as: admin | Role: Super Admin

User Management | School Management | **District Management** | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	john@ta.gov	10001	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
Jane Johnson	jane@ta.gov	10002	Active	State Administrator			No	Reset	Edit   Block
John Doe	john@ta.gov	10003	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
John Smith	john@ta.gov	10004	Active	School Administrator	Public Schools District	District A	No	Reset	Edit   Block
John Doe	john@ta.gov	10005	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
John Doe	john@ta.gov	10006	Active	School User	Public Schools District	District A	No	Reset	Edit   Block
John Doe	john@ta.gov	10007	Active	School User	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Doe	john@ta.gov	10008	Active	School Administrator	Public Schools District	District A	Yes	Reset	Edit   Block
John Doe	john@ta.gov	10009	Active	School Administrator	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Doe	john@ta.gov	10010	Active	School Administrator	Public Schools District	District A	No	Reset	Edit   Block

Showing 1 to 10 of 79 entries Previous 1 2 3 4 5 ... 8 Next



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

You will be presented with a list of all districts that have already been added to the app (if any) within your state. To add a new district, click the Create New District button.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Districts** Logged in as: admin | Role: Super Admin

User Management | School Management | **District Management** | State Access

Create New District

Show 10 entries Search:

District Name	Screen Name	Modify District
...	...	Edit

Showing 1 to 10 of 27 entries Previous 1 2 3 Next



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

Fields will appear above the district table. Enter the district name, as well as its Screen Name or abbreviation, and click the Create New District button.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Districts** Logged in as: admin | Role: Super Admin

User Management | School Management | **District Management** | State Access

**Create New District**

District Name:

Screen Name:

[Create New District](#)

Create New District

Show 10 entries Search:

District Name	Screen Name	Modify District
...	...	<a href="#">Edit</a>

Showing 1 to 10 of 27 entries Previous 1 2 3 Next



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

The district name and other information will save, the screen will return to the list of districts that will now include the district you just created, and a confirmation message indicating that a new district was created successfully will appear.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**Districts**

✔ District created successfully!

User Management | School Management | District Management | State Access

Create New District

Show 10 entries Search:

District Name	Screen Name	Modify District
Blaine County Public Schools	60375	Edit
Cherokee County School District	61380	Edit
Cherokee County School District	61380	Edit
District 01		Edit
District 01		Edit
District 02		Edit
District 03		Edit
District 04		Edit
District 05		Edit
District 06		Edit
District 07		Edit

Showing 1 to 10 of 29 entries Previous 1 2 3 Next



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

To modify an existing district, click the Edit button for the corresponding district and update the district name.

The screenshot shows the EOP ASSIST user interface. At the top, there is a navigation bar with 'MENU', a school selection dropdown, and links for Home, My Account, Calendar, Planning Process, My EOP, Users, and Log Out. Below this is a green 'Districts' header with the text 'Logged in as: admin | Role: Super Admin'. A secondary navigation bar contains 'User Management', 'School Management', 'District Management', and 'State Access'. The main content area is titled 'Create New District' and includes a 'Show 10 entries' dropdown and a search box. A table lists districts with columns for 'District Name', 'Screen Name', and 'Modify District'. The 'Modify District' column contains 'Edit' buttons for each row, which are highlighted with a red box. At the bottom, it says 'Showing 1 to 10 of 27 entries' and has pagination controls for 'Previous', '1', '2', '3', and 'Next'.



A pop-up notification will appear, titled “Update District.” Edit the district name, as needed, and click the Update button. The pop-up will disappear, and the updated data will appear in the list of districts.

The screenshot shows a pop-up window titled 'Update District' with a close button (X) in the top right corner. Inside the window, there are two input fields: '\* District Name:' and 'Screen Name:'. Below the input fields are two buttons: 'Update' and 'Cancel'.

**Please note:** Although the Super Administrator can create districts, he or she should only be responsible for creating a district if a district is hosting EOP ASSIST. State Administrators should assume the responsibility of creating the district if the app is being hosted by a state agency.

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

## Managing Schools

If a state agency, district, or school is hosting the app, the Super Administrator also can manage the school(s) using EOP ASSIST. This includes adding a school(s) into the app, as well as editing an existing school(s) within the app. To use this feature, select the School Management tab.

The screenshot displays the EOP ASSIST user interface. At the top, a dark grey navigation bar contains the word "MENU" on the left, a "School: --Select--" dropdown menu, and several navigation links: "Home", "My Account", "Calendar", "Planning Process", "My EOP", "Users", and "Log Out". Below this bar, a green "Districts" tab is active, and the text "Logged in as: admin | Role: Super Admin" is visible. A secondary navigation bar below the tabs includes "User Management", "School Management" (highlighted with a red box), "District Management", and "State Access". Under "School Management", there is a "Create New District" link and a "Show 10 entries" dropdown. A search box is located on the right. The main content area features a table with three columns: "District Name", "Screen Name", and "Modify District". The table lists ten entries, each with an "Edit" link. At the bottom of the table, it says "Showing 1 to 10 of 27 entries" and includes pagination controls: "Previous", "1" (selected), "2", "3", and "Next".



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

You will be presented with a list of all schools, regardless of district affiliation, that have already been added to the app within your state. To add a new school, click the Create New School button.

MENU
Home My Account Calendar Planning Process My EOP Users Log Out

Schools

User Management | School Management | District Management | State Access

Create New School

Show 10 entries
Search:

School Name	School Screen Name	District	District Screen Name	EOP	Modify School
ABC High School	ABC	District ABC		Not shared	<a href="#">Edit</a>
DEF Middle School	DEF	District DEF		Not shared	<a href="#">Edit</a>
GHI Elementary	GHI	District GHI	JKL	Not shared	<a href="#">Edit</a>
MNO	MNO			Not shared	<a href="#">Edit</a>
PQR	PQR			Not shared	<a href="#">Edit</a>
STU	STU	VWX District	YZA District	Not shared	<a href="#">Edit</a>
BCD	BCD	EFG District	HJK District	Not shared	<a href="#">Edit</a>
LMN	LMN	OPQ District	RST District	Not shared	<a href="#">Edit</a>
UVW	UVW	XYZ District		Not shared	<a href="#">Edit</a>
ABC	ABC	DEF District		Not shared	<a href="#">Edit</a>

Showing 1 to 10 of 40 entries
Previous **1** 2 3 4 Next



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

Fields will appear above the school table. Enter the School Name, as well as its Screen Name or abbreviation, and select the appropriate district. If there is no district affiliation, select None in the District drop-down menu. Then, click the Create New School button.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Schools** Logged in as: admin | Role: Super Admin

User Management | School Management | District Management | State Access

**Create New School**

\* School Name:

Screen Name:

\* District: --Select--

**Create New School**

Create New School

Show 10 entries Search:

School Name	School Screen Name	District	District Screen Name	EOP	Modify School
1800 High School	1800	District 1800		No Data	Edit
Albany Independent School	1800			No Data	Edit
Albany	18001800			No Data	Edit
Albany	18001800			No Data	Edit
Albany	18001800	Fair District	Fair District 1800	No Data	Edit
Albany Elementary School	1800	Wheat County Public Schools	1800	No Data	Edit
Fair District	School 1	Fair District	Fair District 1800	View	Edit
Florida		District 1		View	Edit
Florida		District 1		View	Edit
Florida		District 1		No Data	Edit

Showing 1 to 10 of 42 entries Previous 1 2 3 4 5 Next

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

The School Name and other information will save, the screen will return to the list of schools that will now include the school you just created, and a confirmation message indicating that a new school was created successfully will appear.

**MENU** Home My Account Calendar Planning Process My EOP Users Log Out

**Schools**

✓ New school created successfully!

User Management | School Management | District Management | State Access

Create New School

Show 10 entries Search:

School Name	School Screen Name	District	District Screen Name	EOP	Modify School
ABC High School	ABC	District ABC		Not shared	Edit
ABC Middle School	ABC	District ABC		Not shared	Edit
ABC Elementary	ABC	District ABC		Not shared	Edit
ABC Charter	ABC	District ABC		Not shared	Edit
ABC Private	ABC	District ABC		Not shared	Edit
ABC Public	ABC	District ABC		Not shared	Edit
ABC Charter	ABC	District ABC		Not shared	Edit
ABC Private	ABC	District ABC		Not shared	Edit
ABC Public	ABC	District ABC		Not shared	Edit
ABC Charter	ABC	District ABC		Not shared	Edit
ABC Private	ABC	District ABC		Not shared	Edit
ABC Public	ABC	District ABC		Not shared	Edit

Showing 1 to 10 of 41 entries Previous 1 2 3 4 5 Next



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

To modify an existing school, click the Edit button for the corresponding school.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**Schools**

User Management | School Management | District Management | State Access

Create New School

Show 10 entries Search:

School Name	School Screen Name	District	District Screen Name	EOP	Modify School
ABC High School	ABC	District ABC		Not shared	Edit
Elementary Independent School	ABC			Not shared	Edit
Grade 50		District	ABC	Not shared	Edit
Grade	ABC			Not shared	Edit
Grade	ABC			Not shared	Edit
Grade	ABC	Four Districts	Four Districts	Not shared	Edit
Four Schools	School 1	Four Districts	Four Districts	Not shared	Edit
Grade		District		Not shared	Edit
Grade		District		Not shared	Edit
Grade		District		Not shared	Edit

Showing 1 to 10 of 40 entries Previous 1 2 3 4 Next



Edit the School Name, as needed, and click the Update button. The School Name will save, and the screen will return to the list of schools.

**Please note:** Although the Super Administrator can create schools, he or she should only be responsible for creating a school if an independent school is hosting EOP ASSIST. State Administrators and District Administrators should assume the responsibility of creating schools if the app is being hosted by a state agency or a district. Additionally, if a school has closed, it is important to block all users associated with that school immediately. For more information on how to block a user, please refer to [Appendix A. Troubleshooting](#).

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

## State Administrator

State Administrators have the unique role of ensuring that schools throughout the state can develop high-quality EOPs. This can be done by managing the districts and independent schools that have access to the app, as well as developing a sample plan and scheduling events at the state level that support school emergency management planning.

## Calendar

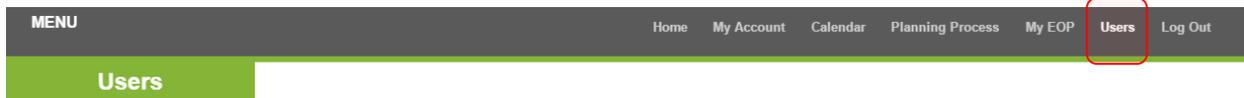
The Calendar Section will help you schedule meetings and create reminders and notifications to support school emergency management planning in your state. Only State Administrators will be able to see events on this calendar, and you will not be able to share this with schools or districts in your state directly through the app. For more information on how to create and modify events on the Calendar, please refer to the Calendar Section in [Chapter 5: Using the App to Develop a School EOP](#).

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 9AM Planning Meeting	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

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

## Users Section

State Administrators serve as the point of contact for state-wide access to EOP ASSIST. As such, the State Administrator can manage all users, districts, and schools throughout the state that use EOP ASSIST. To access this feature, select Users on the Navigation Bar.



User Management | School Management | District Management | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@state.gov	10001	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
Jane Johnson	janejohnson@state.gov	10002	Active	State Administrator			No	Reset	Edit
John Doe	john.doe@state.gov	10003	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
Jane Smith	jane.smith@state.gov	10004	Active	School Administrator	Public Schools District	School A	No	Reset	Edit   Block
John Smith	johnsmith@state.gov	10005	Active	District Administrator		Public Schools District	No	Reset	Edit   Block
Jane Smith	jane.smith@state.gov	10006	Active	School User	Public Schools District	School A	No	Reset	Edit   Block
John Smith	johnsmith@state.gov	10007	Active	School User	Public Schools District	School A	No	Reset	Edit   Block
Jane Smith	jane.smith@state.gov	10008	Active	School Administrator	Public Schools District	School A	Yes	Reset	Edit   Block
John Smith	johnsmith@state.gov	10009	Active	School Administrator	Public Schools District	School A	No	Reset	Edit   Block
Jane Smith	jane.smith@state.gov	10010	Active	School Administrator	Public Schools District	School A	No	Reset	Edit   Block

Showing 1 to 10 of 75 entries Previous **1** 2 3 4 5 ... 8 Next



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

## User List

As a State Administrator, you will first see a list of users within your state, which is called the User List. This lets you view all current (and previous) users that have access to each school EOP within your state. Users can be sorted alphabetically by various categories so that you can more easily find a specific user. To use this feature, simply click the arrows next to the column title that you wish to use to sort the users within your state.

MENU Home My Account Calendar Planning Process My EOP **Users** Log Out

**Users**

User Management | School Management | District Management | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@state.gov	10001	Active	District Administrator	Public Schools District	Public Schools District	No	Reset	Edit   Block
Jane Johnson	janejohnson@state.gov	10002	Active	State Administrator			No	Reset	Edit   Block
John Doe	john.doe@state.gov	10003	Active	District Administrator	Public Schools District	Public Schools District	No	Reset	Edit   Block
Jane Smith	jane.smith@state.gov	10004	Active	School Administrator	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10005	Active	District Administrator	Public Schools District	Public Schools District	No	Reset	Edit   Block
Jane Smith	jane.smith@state.gov	10006	Active	School User	Public Schools District	Public Schools District	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10007	Active	School User	Public Schools District	Public Schools District	No	Reset	Edit   Block
Jane Smith	jane.smith@state.gov	10008	Active	School Administrator	Public Schools District	Public Schools District	Yes	Reset	Edit   Block
John Doe	john.doe@state.gov	10009	Active	School Administrator	Public Schools District	Public Schools District	No	Reset	Edit   Block
Jane Smith	jane.smith@state.gov	10010	Active	School Administrator	Public Schools District	Public Schools District	No	Reset	Edit   Block

Showing 1 to 10 of 75 entries Previous 1 2 3 4 5 ... 8 Next



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

## Creating Users

You can also create new users to contribute to any school EOP within EOP ASSIST. To do so, click the Create New User button above the User List.

MENU Home My Account Calendar Planning Process My EOP **Users** Log Out

**Users**

User Management | School Management | District Management | State Access

[Create New User](#)

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
[Redacted]	[Redacted]	[Redacted]	Active	District Administrator	[Redacted]	[Redacted]	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
[Redacted]	[Redacted]	[Redacted]	Active	State Administrator	[Redacted]	[Redacted]	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
[Redacted]	[Redacted]	[Redacted]	Active	District Administrator	[Redacted]	[Redacted]	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
[Redacted]	[Redacted]	[Redacted]	Active	School Administrator	[Redacted]	[Redacted]	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
[Redacted]	[Redacted]	[Redacted]	Active	District Administrator	[Redacted]	[Redacted]	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
[Redacted]	[Redacted]	[Redacted]	Active	School User	[Redacted]	[Redacted]	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
[Redacted]	[Redacted]	[Redacted]	Active	School User	[Redacted]	[Redacted]	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
[Redacted]	[Redacted]	[Redacted]	Active	School Administrator	[Redacted]	[Redacted]	Yes	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
[Redacted]	[Redacted]	[Redacted]	Active	School Administrator	[Redacted]	[Redacted]	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
[Redacted]	[Redacted]	[Redacted]	Active	School Administrator	[Redacted]	[Redacted]	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>

Showing 1 to 10 of 75 entries Previous **1** 2 3 4 5 ... 8 Next



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

Fields will appear above the User List, titled “Create New User.” Input the appropriate data in the fields. The red asterisks\* indicate which fields are required for the creation of each user profile. User IDs and email addresses must be unique for each user. The User Role drop-down menu will list three options: (1) District Administrator, (2) School Administrator, and (3) State Administrator. When all of the appropriate data has been entered and selected, click Save.

**Create New User**

\* First Name:

\* Last Name:

\* Email:

Phone Number:

\* User ID:

\* Password:  \* Confirm Password:

\* User Role: --Select--

**Save**

Create New User

Show 10 entries

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
[Redacted]	[Redacted]	[Redacted]	Active	District Administrator	[Redacted]	[Redacted]	No	Reset	Edit   Block

The new user will save, and the screen will return to the User List, which will now include the School Administrator you just added, and a confirmation message indicating that the user was created successfully will appear.

**Users**

New user created successfully!

User Management | School Management | District Management | State Access

Create New User

Show 10 entries

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
[Redacted]	[Redacted]	[Redacted]	Active	District Administrator	[Redacted]	[Redacted]	No	Reset	Edit   Block

Share the newly created User ID and password with the user so that he or she can log in and change his or her account information. When a profile is created, the user is automatically given an “active” status. This means that new users have access to EOP ASSIST through their respective log-in information.

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

**Please note:** When selecting the User Role for a new user, you have the option to select District Administrator, School Administrator, or State Administrator. The responsibility of creating a School User should be left to a School Administrator, although District Administrators can also create School Users.

### Resetting Passwords

As a State Administrator, you also have permission to reset passwords. District Administrators, other State Administrators, and School Administrators from independent schools who have forgotten their password may contact you. You may also reset passwords for School Administrators from public schools and School Users, but they should contact their respective District Administrators and School Administrators for this request. To reset a password, click the Reset button in the Password column for the corresponding user.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

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Users

User Management | School Management | District Management | State Access

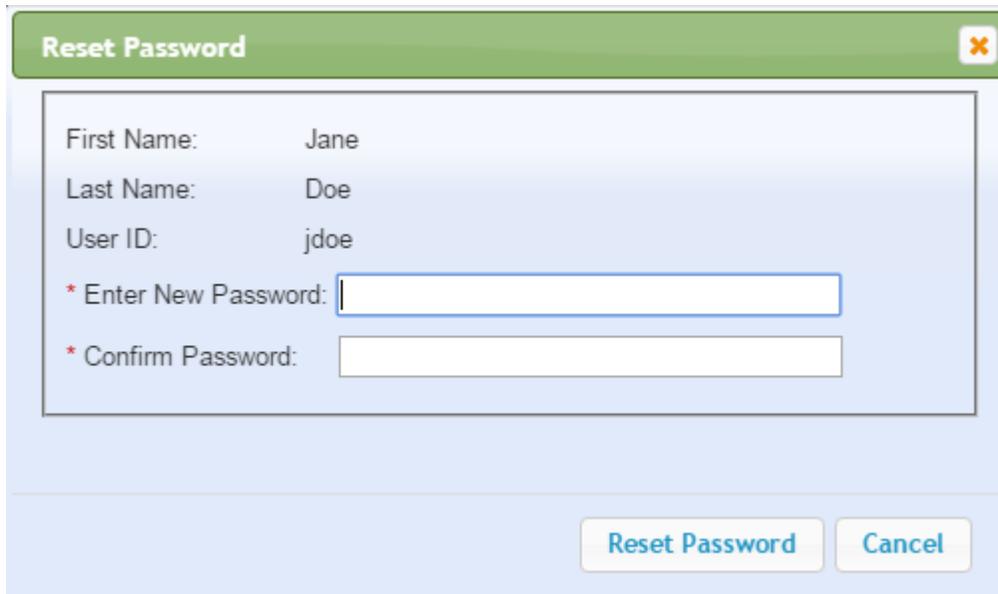
Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
John Smith	johnsmith@state.gov	12345	Active	District Administrator			No	Reset	Edit   Block
Jane Doe	jane.doe@state.gov	67890	Active	State Administrator			No	Reset	Edit   Block
John Doe	john.doe@state.gov	11111	Active	District Administrator			No	Reset	Edit   Block
Jane Smith	jane.smith@state.gov	22222	Active	School Administrator	Public Schools District		No	Reset	Edit   Block
John Smith	john.smith@state.gov	33333	Active	District Administrator			No	Reset	Edit   Block
Jane Doe	jane.doe@state.gov	44444	Active	School User	Public Schools District		No	Reset	Edit   Block
John Doe	john.doe@state.gov	55555	Active	School User	Public Schools District		No	Reset	Edit   Block
Jane Smith	jane.smith@state.gov	66666	Active	School Administrator	Public Schools District		Yes	Reset	Edit   Block
John Doe	john.doe@state.gov	77777	Active	School Administrator	Public Schools District		No	Reset	Edit   Block
Jane Smith	jane.smith@state.gov	88888	Active	School Administrator	Public Schools District		No	Reset	Edit   Block

Showing 1 to 10 of 75 entries Previous **1** 2 3 4 5 ... 8 Next

A pop-up notification will appear, titled “Reset Password.” Confirm that the First Name, Last Name, and User ID that appear are that of the user whose password you wish to reset. Enter a new password into the appropriate fields and click Reset Password. The fields will disappear, and the updated data will appear in the User List. Share this new password with the user.



The image shows a screenshot of a "Reset Password" dialog box. The dialog has a green title bar with the text "Reset Password" and a close button (an orange 'x' icon). The main content area is light blue and contains the following information:

- First Name: Jane
- Last Name: Doe
- User ID: jdoe
- \* Enter New Password: [text input field]
- \* Confirm Password: [text input field]

At the bottom of the dialog, there are two buttons: "Reset Password" and "Cancel".

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

## Modifying User Profiles

State Administrators are also given permission to modify user profiles. To use this feature, click the Edit button in the Modify User column for the user that you wish to modify.

MENU Home My Account Calendar Planning Process My EOP **Users** Log Out

**Users**

User Management | School Management | District Management | State Access

Create New User

Show 10 entries Search:

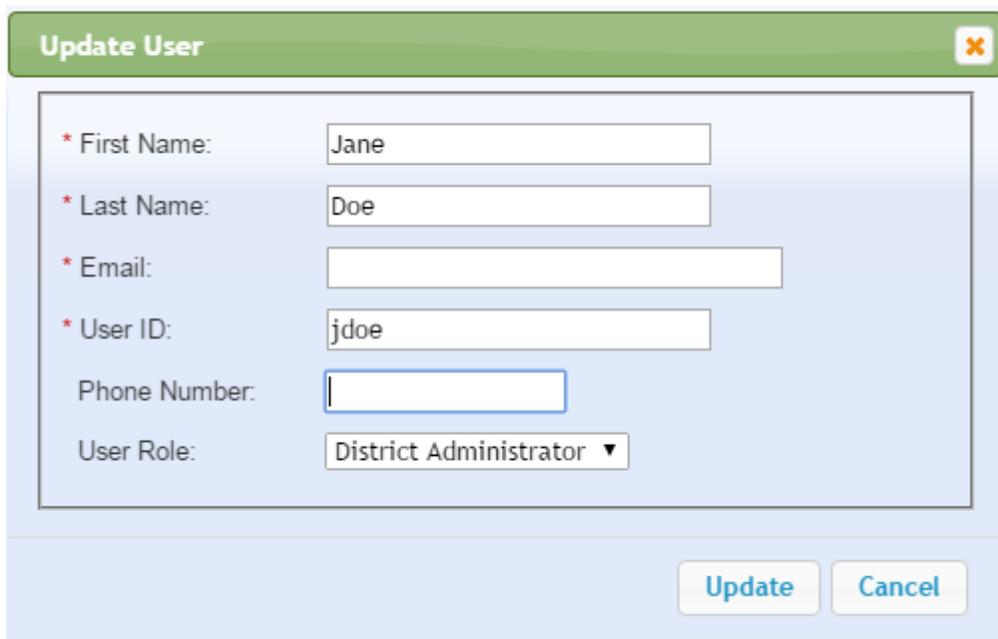
Full Name	Email	User ID	Status	User Role	School	District	View Only	Password	Modify User
[User Name]	[Email]	[ID]	Active	District Administrator	[School]	[District]	No	Reset	Edit   Block
[User Name]	[Email]	[ID]	Active	State Administrator	[School]	[District]	No	Reset	Edit   Block
[User Name]	[Email]	[ID]	Active	District Administrator	[School]	[District]	No	Reset	Edit   Block
[User Name]	[Email]	[ID]	Active	School Administrator	[School]	[District]	No	Reset	Edit   Block
[User Name]	[Email]	[ID]	Active	District Administrator	[School]	[District]	No	Reset	Edit   Block
[User Name]	[Email]	[ID]	Active	School User	[School]	[District]	No	Reset	Edit   Block
[User Name]	[Email]	[ID]	Active	School User	[School]	[District]	No	Reset	Edit   Block
[User Name]	[Email]	[ID]	Active	School Administrator	[School]	[District]	Yes	Reset	Edit   Block
[User Name]	[Email]	[ID]	Active	School Administrator	[School]	[District]	No	Reset	Edit   Block
[User Name]	[Email]	[ID]	Active	School Administrator	[School]	[District]	No	Reset	Edit   Block

Showing 1 to 10 of 75 entries Previous 1 2 3 4 5 ... 8 Next



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A pop-up notification will appear, titled “Update User Profile.” Edit the data, as needed, and click the Update button. The pop-up will disappear, and the updated data will appear in the User List.



The screenshot shows a pop-up window titled "Update User" with a close button (X) in the top right corner. The form contains the following fields:

- \* First Name:
- \* Last Name:
- \* Email:
- \* User ID:
- Phone Number:
- User Role:

At the bottom right of the form are two buttons: "Update" and "Cancel".

State Administrators have permissions to update the following information for users within their state: name, email address, phone number, User ID, User Role, district, or school affiliation (if applicable).

**Please note:** You cannot change your own User Role. If you wish to change such information, please contact another State Administrator. State Administrators have permissions to edit such data. If there isn't another State Administrator, please create a new user profile with a State Administrator User Role and contact the newly created State Administrator.

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

## Managing Districts

As a State Administrator, you can manage the districts within your state that will use EOP ASSIST. This includes adding districts into the app, as well as editing existing districts within the app. To use this feature, select the District Management tab.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**Districts**

User Management | School Management | **District Management** | State Access

Create New District

Show 10 entries Search:

District Name	Screen Name	Modify District
Cherokee County School District	1000	Edit
Cherokee County School District	1000	Edit
District 01		Edit
District 02		Edit
District 03		Edit
District 04		Edit
District 05		Edit
District 06		Edit
District 07		Edit
District 08		Edit
District 09		Edit

Showing 1 to 10 of 28 entries Previous 1 2 3 Next



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

To create a new district, click the Create New District button at the top of the table.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

---

**Districts**

User Management | School Management | **District Management** | State Access

[Create New District](#)

Show 10 entries Search:

District Name	Screen Name	Modify District
Washington County School District	10000	<a href="#">Edit</a>
Washington State School District	10000	<a href="#">Edit</a>
District 01		<a href="#">Edit</a>
District 02		<a href="#">Edit</a>
District 03		<a href="#">Edit</a>
District 04		<a href="#">Edit</a>
District 05		<a href="#">Edit</a>
District 06		<a href="#">Edit</a>
District 07		<a href="#">Edit</a>
District 08		<a href="#">Edit</a>
District 09		<a href="#">Edit</a>

Showing 1 to 10 of 28 entries Previous **1** 2 3 Next



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

Fields will appear above the district table. Enter the district name, as well as its Screen Name or abbreviation, and click the Create New District button.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**Districts**

User Management | School Management | **District Management** | State Access

**Create New District**

District Name:

Screen Name:

[Create New District](#)

Create New District

Show  entries Search:

District Name	Screen Name	Modify District
Cherokee County School District	01000	<a href="#">Edit</a>
Cherokee County School District	01000	<a href="#">Edit</a>
District 01		<a href="#">Edit</a>

Showing 1 to 10 of 28 entries Previous  2 3 Next



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

The district name and other information will save, the screen will return to the list of districts that will now include the district you just created, and a confirmation message indicating that a new district was created successfully will appear.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**Districts**

✔ District created successfully!

User Management | School Management | **District Management** | State Access

Create New District

Show 10 entries Search:

District Name	Screen Name	Modify District
Blaine County Public Schools	60795	<a href="#">Edit</a>
Cherokee County School District	11180	<a href="#">Edit</a>
Cherokee County School District	11180	<a href="#">Edit</a>
District 01		<a href="#">Edit</a>
District 01		<a href="#">Edit</a>
District 02		<a href="#">Edit</a>
District 03		<a href="#">Edit</a>
District 04		<a href="#">Edit</a>
District 05		<a href="#">Edit</a>
District 06		<a href="#">Edit</a>

Showing 1 to 10 of 29 entries Previous **1** 2 3 Next



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

To modify an existing district, click the Edit button for the corresponding district in the Modify District column.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**Districts**

User Management | School Management | District Management | State Access

Create New District

Show 10 entries Search:

District Name	Screen Name	Modify District
...	...	Edit

Showing 1 to 10 of 28 entries Previous 1 2 3 Next



A pop-up will appear titled “Update District.” Edit the district name and Screen Name, as needed, and click the Update button.

**Update District** [Close]

\* District Name:

Screen Name:

Update Cancel

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

The district name will save, the screen will return to the list of districts, and a confirmation message indicating that the district updated successfully will appear.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**Districts**

✔ District updated successfully!

User Management | School Management | District Management | State Access

Create New District

Show 10 entries Search:

District Name	Screen Name	Modify District
Blaine County Public Schools	6076	Edit
Cherokee County School District	1188	Edit
Cherokee County Public School District	1188	Edit
District 01		Edit

Showing 1 to 10 of 29 entries Previous 1 2 3 Next



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

## Managing Schools

As a State Administrator, you also can manage the schools within your state that will use EOP ASSIST. This includes adding schools into the app, as well as editing existing schools within the app. While State Administrators shouldn't assume the responsibility of managing schools that are affiliated with districts in EOP ASSIST, they will be responsible for adding independent schools into the app. To use this feature, select the School Management tab.

MENU
Home My Account Calendar Planning Process My EOP Users Log Out

Schools

User Management
School Management
District Management
State Access

Create New School

Show 10 entries Search:

School Name	School Screen Name	District	District Screen Name	EOP	Modify School
ABC High School	ABC	District ABC		Not shared	<a href="#">Edit</a>
DEF Independent School	DEF			Not shared	<a href="#">Edit</a>
GHI JK		District	GHJK	Not shared	<a href="#">Edit</a>
LMNO	LMNOPQRS			Not shared	<a href="#">Edit</a>
STUV	STUVWXYZ			Not shared	<a href="#">Edit</a>
WXYZ	WXYZ	Four Districts	Four Districts	Not shared	<a href="#">Edit</a>
Four Schools	School 1	Four Districts	Four Districts	Not shared	<a href="#">Edit</a>
Five		District		Not shared	<a href="#">Edit</a>
Five		District		Not shared	<a href="#">Edit</a>
Five		District		Not shared	<a href="#">Edit</a>

Showing 1 to 10 of 40 entries Previous 1 2 3 4 Next



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

To create a new school, click the Create New School button at the top of the table.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**Schools**

User Management | School Management | District Management | State Access

[Create New School](#)

Show 10 entries Search:

School Name	School Screen Name	District	District Screen Name	EOP	Modify School
ABC High School	ABC	District ABC		Not shared	<a href="#">Edit</a>
DEF Middle School	DEF			Not shared	<a href="#">Edit</a>
GHI High School		District GHI	GHJ	Not shared	<a href="#">Edit</a>
JKL Middle School	JKLMNO			Not shared	<a href="#">Edit</a>
PQR High School	PQRS	PQR District	PQR District	Not shared	<a href="#">Edit</a>
STU High School	STUV	PQR District	PQR District	Not shared	<a href="#">Edit</a>
VWX Middle School		District V		Not shared	<a href="#">Edit</a>
YZA Middle School		District Y		Not shared	<a href="#">Edit</a>
BCD Middle School		District B		Not shared	<a href="#">Edit</a>

Showing 1 to 10 of 40 entries Previous **1** 2 3 4 Next



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

Fields will appear above the school table. Enter the School Name, select the appropriate district, and click the Create New School button. If the school is independent, select None in the District drop-down menu.

MENU
Home My Account Calendar Planning Process My EOP Users Log Out

Schools

[User Management](#) | [School Management](#) | [District Management](#) | [State Access](#)

**Create New School**

* School Name:	<input style="width: 95%;" type="text"/>
Screen Name:	<input style="width: 95%;" type="text"/>
* District:	<div style="border: 1px solid #ccc; padding: 2px;"> <span style="border: 1px solid red; padding: 2px;">None</span> </div>
<input type="button" value="Create New School"/>	

Create New School

Show 10 entries Search:

School Name	School Screen Name	District	District Screen Name	EOP	Modify School
ABC High School	ABC	District ABC		Not shared	Edit
Defacto Independent School	DEF			Not shared	Edit
GHJKL	ghijklm			Not shared	Edit
LMNOP	lmnopqr			Not shared	Edit
STUVW	stuvw	Pqr District	Pqr District DEF	Not shared	Edit
XYZABC	xyz	Stuart County Public Schools	BCDE	Not shared	Edit
FGHIJ	ghijkl	Pqr District	Pqr District DEF	Not shared	Edit
KLMNO		District A		Not shared	Edit
PQRST		District A		Not shared	Edit
UVWXY		District A		Not shared	Edit

Showing 1 to 10 of 42 entries Previous 1 2 3 4 5 Next



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

The School Name and other information will save, the screen will return to the list of schools that will now include the school you just created, and a confirmation message indicating that a new school was created successfully will appear. For schools without district affiliation, no information will appear in the District and District Screen Name columns in the list of schools.

MENU
Home | My Account | Calendar | Planning Process | My EOP | Users | Log Out

**Schools**

✔ New school created successfully!

User Management
School Management
District Management
State Access

Create New School

Show 10 entries Search:

School Name	School Screen Name	District	District Screen Name	EOP	Modify School
ABC High School	ABC	District ABC		Not shared	<a href="#">Edit</a>
ABC Middle School	ABC			Not shared	<a href="#">Edit</a>
ABC Jr		District ABC	ABC	Not shared	<a href="#">Edit</a>
ABC	ABC			Not shared	<a href="#">Edit</a>
ABC	ABC			Not shared	<a href="#">Edit</a>
ABC	ABC	XYZ District	XYZ District	Not shared	<a href="#">Edit</a>
ABC Elementary School	ABC	XYZ County Public Schools	XYZ	Not shared	<a href="#">Edit</a>
ABC School	School 1	XYZ District	XYZ District	Not shared	<a href="#">Edit</a>
ABC		District ABC		Not shared	<a href="#">Edit</a>
ABC		District ABC		Not shared	<a href="#">Edit</a>

Showing 1 to 10 of 41 entries Previous | 1 | 2 | 3 | 4 | 5 | Next



**Please note:** If the appropriate district name isn't available in the District drop-down menu, then you must first create that district. For more information on how to create a district, please refer to the previous subsection, *Managing Districts*.

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

To modify an existing school, click the Edit button for the corresponding school in the Modify School column.

The screenshot shows the 'Schools' management page. At the top, there is a 'MENU' bar with links for Home, My Account, Calendar, Planning Process, My EOP, Users, and Log Out. Below this is a 'Schools' header. The main content area includes a navigation bar with 'User Management', 'School Management', 'District Management', and 'State Access'. A 'Create New School' link is present. Below that, there is a search bar and a table of schools. The table has columns for School Name, School Screen Name, District, District Screen Name, EOP, and Modify School. The 'Modify School' column contains 'Edit' buttons for each row. A red box highlights this column. At the bottom, there is a pagination control showing 'Showing 1 to 10 of 40 entries' and page numbers 1, 2, 3, 4, Next.

School Name	School Screen Name	District	District Screen Name	EOP	Modify School
ABC High School	ABC	District ABC		Not shared	Edit
DEF Middle School	DEF			Not shared	Edit
GHI Elementary	GHI	District GHI	District GHI	Not shared	Edit
JKL	JKL			Not shared	Edit
MNO	MNO			Not shared	Edit
PQR	PQR	District PQR	District PQR	Not shared	Edit
STU	STU	District STU	District STU	Not shared	Edit
VWX	VWX	District VWX	District VWX	Not shared	Edit
YZA	YZA	District YZA	District YZA	Not shared	Edit
BCD	BCD	District BCD	District BCD	Not shared	Edit



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A pop-up notification will appear, titled “Update School.” Edit the School Name or Screen Name, as needed, and click the Update button.

The 'Update School' dialog box has a title bar with a close button. It contains two input fields: '\* School Name:' and 'Screen Name:'. At the bottom, there are 'Update' and 'Cancel' buttons.

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

The updated information will save, the screen will return to the list of schools that will now include the updated school information, and a confirmation message indicating that a school was updated successfully will appear.

MENU
Home My Account Calendar Planning Process My EOP Users Log Out

Schools

✔ School updated successfully!

User Management | School Management | District Management | State Access

Create New School

Show 10 entries
Search:

School Name	School Screen Name	District	District Screen Name	EOP	Modify School
1800 High School	1800	District 1800		Not shared	Edit
1800 Intermediate School	1800			Not shared	Edit
1800	1800			Not shared	Edit
1800	1800			Not shared	Edit
1800	1800	Four Districts	Four Districts	Not shared	Edit
1800 Intermediate School	1800	West Valley Public Schools	1800	Not shared	Edit
Four Districts	1800	Four Districts	Four Districts	Not shared	Edit
1800		District 1800		Not shared	Edit
1800		District 1800		Not shared	Edit
1800		District 1800		Not shared	Edit

Showing 1 to 10 of 42 entries

 Previous 1 2 3 4 5 Next



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**Please note:** If a school has closed, it is important to block all users associated with that school immediately. For more information on how to block a user, please refer to [Appendix A. Troubleshooting](#).

### Viewing School EOPs

State agencies are sometimes responsible for reviewing school EOPs, or need to certify that they're in place. In order to fulfill this, State Administrators may gain access to school EOPs directly through EOP ASSIST. To access a school's EOP, both State Administrator and District Administrator (or School Administrators from an independent school) must enable this feature. To do so, select the State Access tab.

The screenshot shows the EOP ASSIST user interface. At the top, there is a 'MENU' bar with links for Home, My Account, Calendar, Planning Process, My EOP, Users, and Log Out. Below this is a green header for 'EOP State Access'. A navigation bar contains tabs for User Management, School Management, District Management, and State Access, with the State Access tab highlighted in red. Below the navigation bar is a table with columns for Status and Action. The table contains one row: 'State Access to School EOPs' with a status of 'Disabled' (indicated by a red 'X') and an 'Enable' button with a green checkmark. Below the table, a message reads: 'State Administrator access to school EOPs in your state is currently disabled.'

You will see a table that displays the status of state access to school EOPs.

This screenshot is identical to the previous one, but the 'Status' cell in the table, which contains 'Disabled' with a red 'X', is highlighted with a red border.

To enable or disable state access, click on the appropriate button in the Action column.

This screenshot is identical to the previous ones, but the 'Enable' button in the Action column of the table is highlighted with a red border.

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

The status will change in both the Status column and the statement below the table.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**EOP State Access**

✔ State Administrator access to school EOPs enabled successfully!

User Management | School Management | District Management | State Access

	Status	Action
State Access to School EOPs	✔ Enabled	✖ Disable

State Administrator access to school EOPs in your state is currently enabled.

Once state access to school EOPs is enabled (at both the state and local level), State Administrators will be able to access the appropriate school EOPs. To do so, click on the School Management tab.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**Schools**

User Management | School Management | District Management | State Access

Create New School

Show 10 entries Search:

School Name	School Screen Name	District	District Screen Name	EOP	Modify School
Sample	12345	Sample District	Sample District Screen	Not shared	Edit
Sample School	12345	Sample District	Sample District Screen	Not shared	Edit
Sample Elementary School	12345	Sample District	Sample District Screen	Not shared	Edit
Sample Middle School	12345	Sample District	Sample District Screen	Not shared	Edit
Sample High School	12345	Sample District	Sample District Screen	Not shared	Edit
Sample High School	12345	Sample District	Sample District Screen	Not shared	Edit
Sample High School	12345	Sample District	Sample District Screen	Not shared	Edit
Sample High School	12345	Sample District	Sample District Screen	Not shared	Edit
Sample High School	12345	Sample District	Sample District Screen	View	Edit
Sample High School	12345	Sample District	Sample District Screen	Not shared	Edit

Showing 1 to 10 of 42 entries Previous 1 2 3 4 5 Next

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

State Administrators will be able to see which schools and districts have enabled the state access feature. If a school or district has not enabled it, “Not Shared” will appear in the EOP column. If a district or independent school has enabled the state access feature, State Administrators will see a View button. Click this button to download the most up-to-date school EOP as a Word document.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**Schools**

User Management | School Management | District Management | State Access

Create New School

Show 10 entries Search:

School Name	School Screen Name	District	District Screen Name	EOP	Modify School
...	...	...	...	Not shared	Edit
...	...	...	...	Not shared	Edit
...	...	...	...	Not shared	Edit
...	...	...	...	Not shared	Edit
...	...	...	...	Not shared	Edit
...	...	...	...	Not shared	Edit
...	...	...	...	Not shared	Edit
...	...	...	...	Not shared	Edit
...	...	...	...	View	Edit
...	...	...	...	Not shared	Edit

Showing 1 to 10 of 42 entries Previous 1 2 3 4 5 Next



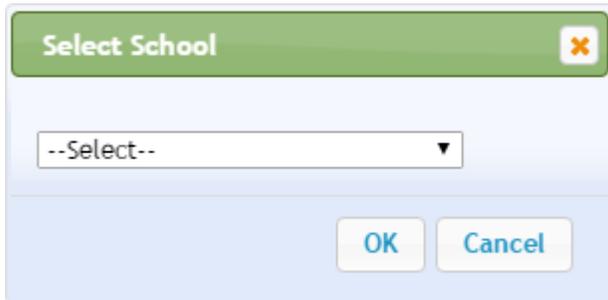
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## District Administrator

District Administrators have the unique role of overseeing the development of multiple school EOPs. Since they’re a part of the planning teams of all schools, District Administrators can contribute to, view, and edit information for each school EOP within their district using EOP ASSIST. In order to do so, District Administrators must first identify the school before viewing or editing the school EOP. A school must be selected for access to the following sections: Home/Getting Started and Planning Process. District Administrators will be prompted to select a particular school in a pop-up notification that appears upon first logging in to EOP ASSIST.

### Selecting a School

To identify a school, select the drop-down menu located in the pop-up notification. A list of available schools will appear. Select the school, and then click the OK button.



When contributing to a school EOP, it is important to ensure the correct school that has been selected. If you wish to change the school at any time, select the drop-down menu located in the Navigation Bar. A list of available schools will appear. Select the school and then click the section you wish to access.



**No school is selected. Please select a school.**

### Viewing School EOPs

The result of the six-step planning process is the school EOP, which is accessed in the My EOP Section. District Administrators can access each school EOP developed in their district from this section, or may view a comprehensive list of all school EOPs developed in their district in the Users Section (which will be described in further detail later in this chapter). To download a school EOP from the My EOP Section, click on My EOP in the Navigation Bar. You will be directed to the My EOP Section, which contains the most up-to-date school EOPs generated from the Planning Process Section of each school. Click the Download button for the respective school to view the school EOP.

The screenshot shows the 'MY EOP' section of the EOP ASSIST application. At the top, there is a navigation bar with 'MENU' on the left and 'Home', 'My Account', 'Calendar', 'Planning Process', 'My EOP', 'Users', and 'Log Out' on the right. The 'My EOP' link is highlighted with a red box. Below the navigation bar, there is a green header for 'MY EOP'. Underneath, it says 'Show 10 entries'. A table lists school EOPs with columns for Date, School, Basic Plan Source, and School EOP. Two rows are visible, each with a 'Download' button highlighted by a red box. Below the table, it says 'Showing 1 to 2 of 2 entries' and has 'Previous', '1', and 'Next' navigation options.

Date	School	Basic Plan Source	School EOP
08/31/2015 7:23 am	Washoe County High School	External / Uploaded	<a href="#">Download</a>
08/24/2015 4:25 pm	Washoe County Middle School	Internal	<a href="#">Download</a>



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

EOP ASSIST User Manual

## Calendar

The Calendar Section will help your school planning teams schedule meetings and create reminders and notifications to support the planning process. Events for each school will appear on your calendar, which you will be able to edit and add to, as necessary. To use this feature, click on Calendar in the Navigation Bar. Additionally, there are links to the Calendar feature in Step 1 and Step 6 in the app, which will open the Calendar in a new browser.

MENU School: --Select-- Home My Account **Calendar** Planning Process My EOP Users Log Out

Calendar

< > today September 2015 month week day

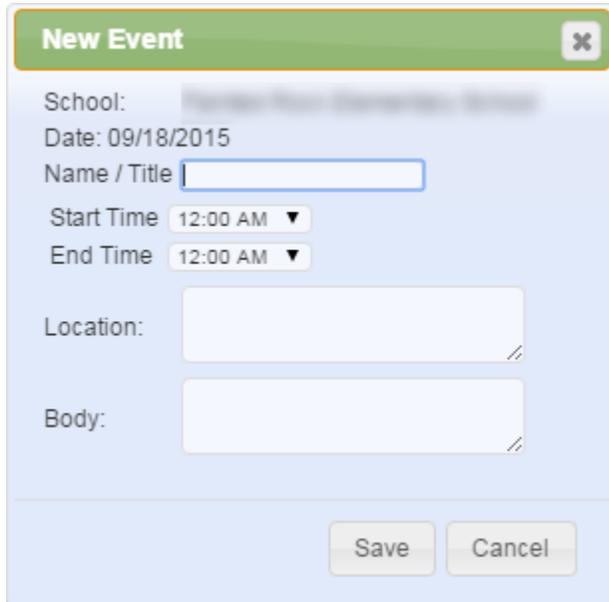
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10 11:30AM	11	12
13	14	15	16	17	18 1:30PM	19
20	21 10AM	22 11:15AM	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10



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### Create an Event

To create an event, select the appropriate school in the drop-down menu located in the Navigation Bar or in the pop-up notification. Then, click on the day that the event will take place. A new window will open, which will let you confirm the school, adjust the start time and end time, and add the event title, location, and description.



The screenshot shows a 'New Event' pop-up window with a green header and a close button (X) in the top right corner. The form contains the following fields and controls:

- School:** A dropdown menu with a blurred selection.
- Date:** 09/18/2015
- Name / Title:** A text input field.
- Start Time:** A dropdown menu showing 12:00 AM.
- End Time:** A dropdown menu showing 12:00 AM.
- Location:** A text input field.
- Body:** A text input field.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

Click the Save button to post the event to the calendar and Cancel to exit the pop-up window without saving. Your screen will return to the Calendar Section.

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

EOP ASSIST User Manual

## Edit an Event

To edit an event, select an existing event in the Calendar.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Calendar**

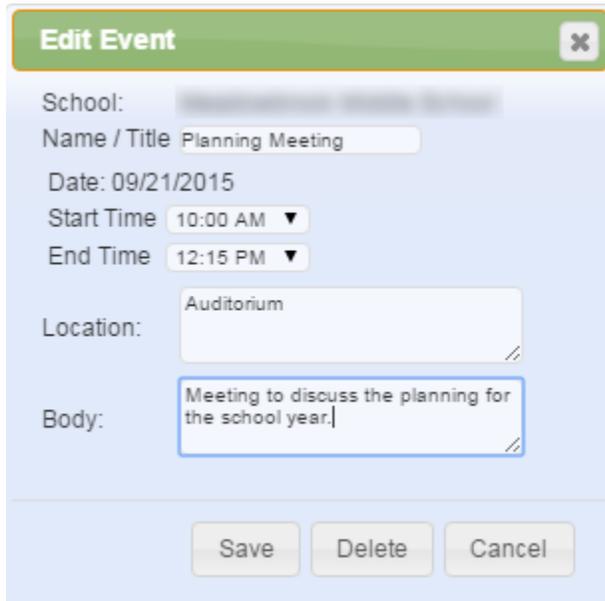
< > today September 2015 month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10 11:30AM	11	12
13	14	15	16	17	18 1:30PM	19
20	21 10AM	22 11:15AM	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10



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A new window will open, which will let you confirm the school and modify the event title, start time, end time, location, and description.



The screenshot shows a dialog box titled "Edit Event" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- School:** A dropdown menu with "HARRISBURG AREA SCHOOL" selected.
- Name / Title:** A text input field containing "Planning Meeting".
- Date:** A text input field containing "09/21/2015".
- Start Time:** A dropdown menu with "10:00 AM" selected.
- End Time:** A dropdown menu with "12:15 PM" selected.
- Location:** A text input field containing "Auditorium".
- Body:** A text area containing "Meeting to discuss the planning for the school year." with a small icon in the bottom right corner.

At the bottom of the dialog, there are three buttons: "Save", "Delete", and "Cancel".

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

## Users Section

In addition to participating in the planning process, District Administrators serve as the point of contact for district-wide access to EOP ASSIST. As such, the District Administrator can manage all users on each school’s planning team (School Users and School Administrators), as well as other district-level users (District Administrators). To access this feature, select Users on the Navigation Bar.



User Management | School Management | District Management | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	View Only	Password	Modify User
John Doe	john.doe@state.gov	10001	Active	District Administrator		No	Reset	Edit
Jane Doe	jane.doe@state.gov	10002	Active	School Administrator	North Central High School	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10003	Active	School User	Westbrook Middle School	No	Reset	Edit   Block
Jane Doe	jane.doe@state.gov	10004	Active	School User	North Central High School	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10005	Active	School User	Westbrook Middle School	No	Reset	Edit   Block
Jane Doe	jane.doe@state.gov	10006	Active	District Administrator		No	Reset	Edit   Block
John Doe	john.doe@state.gov	10007	Active	District Administrator		No	Reset	Edit   Block

Showing 1 to 7 of 7 entries Previous 1 Next

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

## User List

As a District Administrator, you will first see a list of users within your district, which is called the User List. This lets you view all current (and previous) users that have access to each school EOP within your district. Users can be sorted alphabetically by various categories so that you can more easily find a specific user. To use this feature, simply click the arrows next to the column title that you wish to use to sort the users within your district.

MENU
School: --Select--
Home
My Account
Calendar
Planning Process
My EOP
Users
Log Out

**Users**

[User Management](#) | 
 [School Management](#) | 
 [District Management](#) | 
 [State Access](#)

Create New User

Show 10 entries Search:

Full Name ▲	Email	User ID	Status	User Role	School	View Only	Password	Modify User
John Doe	john.doe@district.com	10001	Active	District Administrator		No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Jane Doe	jane.doe@district.com	10002	Active	School Administrator	North Central High School	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
John Doe	john.doe@district.com	10003	Active	School User	Westside Middle School	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Jane Doe	jane.doe@district.com	10004	Active	School User	North Central High School	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
John Doe	john.doe@district.com	10005	Active	School User	Westside Middle School	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
Jane Doe	jane.doe@district.com	10006	Active	District Administrator		No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
John Doe	john.doe@district.com	10007	Active	District Administrator		No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>

Showing 1 to 7 of 7 entries Previous 1 Next



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

## Creating Users

You can also create new users to contribute to any school EOP within EOP ASSIST. To do so, click the Create New User button above the User List.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Users**

User Management | School Management | District Management | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	View Only	Password	Modify User
John Doe	john.doe@state.gov	10001	Active	District Administrator		No	Reset	Edit
Jane Doe	jane.doe@state.gov	10002	Active	School Administrator	North Central High School	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10003	Active	School User	Washington Middle School	No	Reset	Edit   Block
Jane Doe	jane.doe@state.gov	10004	Active	School User	North Central High School	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10005	Active	School User	Washington Middle School	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10006	Active	District Administrator		No	Reset	Edit   Block
Jane Doe	jane.doe@state.gov	10007	Active	District Administrator		No	Reset	Edit   Block

Showing 1 to 7 of 7 entries Previous 1 Next



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

A field will appear above the User List, titled “Create New User.” Input the appropriate data in the fields. The red asterisks\* indicate which fields are required for the creation of each user profile. User IDs and email addresses must be unique for each user. The User Role drop-down menu will list three options: (1) District Administrator, (2) School Administrator, and (3) School User. Further, when creating a School User, you can enable View-Only permissions, which means the School User will only be able to view, and not add or edit, data within the Planning Process and Calendar sections. When all of the appropriate data has been entered and selected, click Save. The new user will appear in the User List.

MENU
School: --Select-- [Home](#) [My Account](#) [Calendar](#) [Planning Process](#) [My EOP](#) [Users](#) [Log Out](#)

Create User

User Management
School Management
District Management
State Access

### Create New User

* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
* Email:	<input type="text"/>
Phone Number:	<input type="text"/>
* User ID:	<input type="text"/>
* Password:	<input type="password"/>
* Confirm Password:	<input type="password"/>
* User Role:	--Select--

Save

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	View Only	Password	Modify User
alison	alison@ednet.net	alison	Active	District Administrator		No	Reset	Edit
curtis	curtis@ednet.net	curtis	Active	School Administrator	Patrick Bernard High School	No	Reset	Edit   Block
kcurtis	kcurtis@ednet.net	kcurtis	Active	School User	Washington Middle School	No	Reset	Edit   Block
kmiller	kmiller@ednet.net	kmiller	Active	School User	Patrick Bernard High School	No	Reset	Edit   Block
kwcurtis	kwcurtis@ednet.net	kwcurtis	Active	School User	Washington Middle School	No	Reset	Edit   Block
patrick	patrick@ednet.net	patrick	Active	District Administrator		No	Reset	Edit   Block
testticket	testticket@ednet.net	testticket	Active	District Administrator		No	Reset	Edit   Block

Showing 1 to 7 of 7 entries Previous 1 Next

Share the newly created User ID and password with the user so that he or she can log in and change his or her account information. When a profile is created, the user is automatically given an “active” status. This means that new users have access to EOP ASSIST through their respective log-in information.

**Please note:** When selecting the User Role for a new user, you will have the option to select District Administrator, School Administrator, or School User. District Administrators have access to all school EOPs within their district, and also can manage users within the district. School Administrators and School Users only have access to their school EOP, but School Administrators may also manage users within their school.

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

## Resetting Passwords

As a District Administrator, you also have permission to reset passwords. School Administrators and other District Administrators who have forgotten their password may contact you. You may also reset passwords for School Users, but they should contact their respective School Administrators for this request. To reset a password, click the Reset button in the Password column for the corresponding user.

MENU School:  Home My Account Calendar Planning Process My EOP Users Log Out

**Users**

User Management | School Management | District Management | State Access

Create New User

Show  entries Search:

Full Name	Email	User ID	Status	User Role	School	View Only	Password	Modify User
John Doe	john.doe@state.gov	12345	Active	District Administrator		No	Reset	Edit
Jane Smith	jane.smith@state.gov	67890	Active	School Administrator	North Central High School	No	Reset	Edit   Block
Bob Lee	bob.lee@state.gov	11111	Active	School User	Westbrook Middle School	No	Reset	Edit   Block
Alice Kim	alice.kim@state.gov	22222	Active	School User	North Central High School	No	Reset	Edit   Block
Charlie Brown	charlie.brown@state.gov	33333	Active	School User	Westbrook Middle School	No	Reset	Edit   Block
Patricia Garcia	patricia.garcia@state.gov	44444	Active	District Administrator		No	Reset	Edit   Block
Tom Hall	tom.hall@state.gov	55555	Active	District Administrator		No	Reset	Edit   Block

Showing 1 to 7 of 7 entries Previous  Next



A pop-up notification will appear, titled “Reset Password.” Confirm that the First Name, Last Name, and User ID that appear are that of the user whose password you wish to reset. Enter a new password into the appropriate fields and click Reset Password.



Reset Password

First Name: Jane  
Last Name: Doe  
User ID: jdoe  
\* Enter New Password:   
\* Confirm Password:

Reset Password Cancel

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

The fields will disappear and a confirmation message indicating that the password was reset successfully will appear. Share this new password with the user.

MENU School:  Home My Account Calendar Planning Process My EOP Users Log Out

**Users**

✓ Password reset successfully!

User Management | School Management | District Management | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	View Only	Password	Modify User
John Smith	johnsmith@remstest.com	admin	Active	District Administrator		No	Reset	Edit
John Smith	johnsmith@remstest.com	1001	Active	School Administrator	Rems Test High School	No	Reset	Edit   Block
John Smith	johnsmith@remstest.com	1002	Active	School Administrator	Rems Test High School	No	Reset	Edit   Block
John Smith	johnsmith@remstest.com	1003	Active	School User	Rems Test High School	No	Reset	Edit   Block
John Smith	johnsmith@remstest.com	1004	Active	School User	Rems Test High School	No	Reset	Edit   Block
John Smith	johnsmith@remstest.com	1005	Active	School User	Rems Test High School	No	Reset	Edit   Block
John Smith	johnsmith@remstest.com	1006	Active	District Administrator		No	Reset	Edit   Block
John Smith	johnsmith@remstest.com	1007	Active	School Administrator	Rems Test High School	No	Reset	Edit   Block
John Smith	johnsmith@remstest.com	1008	Active	District Administrator		No	Reset	Edit   Block

Showing 1 to 9 of 9 entries Previous 1 Next



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

## Modifying User Profiles

District Administrators also have permission to modify user profiles. To use this feature, click the Edit button in the Modify User column for the user that you wish to modify.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Users**

User Management | School Management | District Management | State Access

Create New User

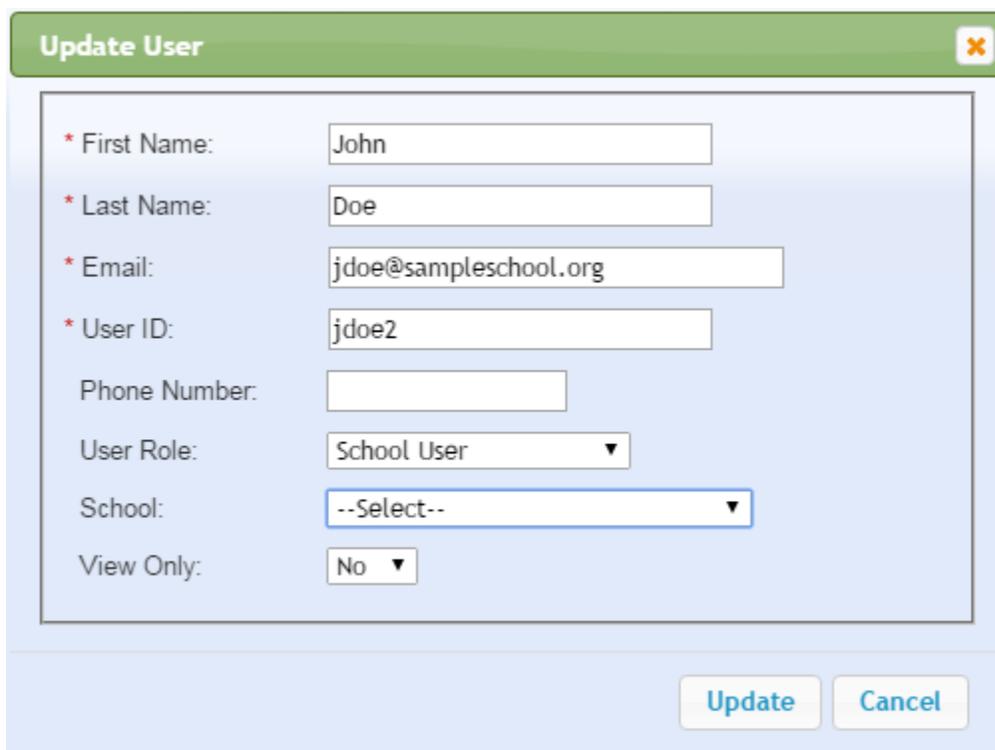
Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	View Only	Password	Modify User
John Doe	john.doe@ed.gov	10001	Active	District Administrator		No	Reset	Edit   Block
Jane Doe	jane.doe@ed.gov	10002	Active	School Administrator	Thomas Jefferson High School	No	Reset	Edit   Block
John Doe	john.doe@ed.gov	10003	Active	School User	Washington Middle School	No	Reset	Edit   Block
Jane Doe	jane.doe@ed.gov	10004	Active	School User	Thomas Jefferson High School	No	Reset	Edit   Block
John Doe	john.doe@ed.gov	10005	Active	School User	Washington Middle School	No	Reset	Edit   Block
John Doe	john.doe@ed.gov	10006	Active	District Administrator		No	Reset	Edit   Block
Jane Doe	jane.doe@ed.gov	10007	Active	District Administrator		No	Reset	Edit   Block

Showing 1 to 7 of 7 entries Previous 1 Next



A pop-up notification will appear, titled “Update User.” District Administrators have permission to update the following information for users within their district: name, email address, phone number, status, User ID, User Role, school district, and view-only status. When editing a School User, you can enable View-Only permissions, which means the School User will only be able to view (and not add or edit) data within the Planning Process and Calendar sections. Edit the data, as needed, and click the Update button.



The image shows a screenshot of a web-based form titled "Update User". The form is contained within a light blue window with a green title bar. The title bar contains the text "Update User" and a close button (an orange 'X' icon). The form fields are as follows:

- \* First Name:
- \* Last Name:
- \* Email:
- \* User ID:
- Phone Number:
- User Role:  (dropdown menu)
- School:  (dropdown menu)
- View Only:  (dropdown menu)

At the bottom right of the form, there are two buttons: "Update" and "Cancel".

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

The pop-up notification will disappear, the updated data will appear in the User List, and a confirmation message indicating that the user was updated successfully will appear.

MENU
School: Painted Rock Elementar ▼
[Home](#)
[My Account](#)
[Calendar](#)
[Planning Process](#)
[My EOP](#)
[Users](#)
[Log Out](#)

**Users**

✔ User updated successfully!

User Management | School Management | District Management | State Access

Create New User

Show 10 entries Search:

Full Name ▲	Email	User ID	Status	User Role	School	View Only	Password	Modify User
[blurred]	[blurred]	[blurred]	Active	District Administrator		No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
[blurred]	[blurred]	[blurred]	Active	School Administrator	Painted Rock High School	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
[blurred]	[blurred]	[blurred]	Active	School Administrator	Painted Rock High School	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
[blurred]	[blurred]	[blurred]	Active	District Administrator		No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
[blurred]	[blurred]	[blurred]	Active	School User	Painted Rock High School	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
[blurred]	[blurred]	[blurred]	Active	School User	Painted Rock High School	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
[blurred]	[blurred]	[blurred]	Active	School User	Painted Rock High School	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
[blurred]	[blurred]	[blurred]	Active	District Administrator		No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>
[blurred]	[blurred]	[blurred]	Active	School Administrator	Painted Rock Elementary School	No	<a href="#">Reset</a>	<a href="#">Edit</a>   <a href="#">Block</a>

Showing 1 to 9 of 9 entries Previous 1 Next



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**Please note:** You cannot change your own User Role. If you wish to change such information, please contact another District Administrator. District Administrators have permissions to edit such data. If there isn't another District Administrator, please create a new user profile with a District Administrator User Role and contact the newly created District Administrator.

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

## Editing District Name

As a District Administrator, you can edit the name of your district within EOP ASSIST. This is primarily in the case of a district name change, as district IT personnel will be responsible for entering the district name upon initial download of EOP ASSIST. To use this feature, click the District Management tab above the User List.

MENU School:  Home My Account Calendar Planning Process My EOP Users Log Out

**Users**

User Management | School Management | **District Management** | State Access

Create New User

Show  entries Search:

Full Name	Email	User ID	Status	User Role	School	View Only	Password	Modify User
John Doe	john.doe@state.gov	10001	Active	District Administrator		No	Reset	Edit
Jane Doe	jane.doe@state.gov	10002	Active	School Administrator	Thomas Jefferson High School	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10003	Active	School User	Washington Middle School	No	Reset	Edit   Block
Jane Doe	jane.doe@state.gov	10004	Active	School User	Thomas Jefferson High School	No	Reset	Edit   Block
John Doe	john.doe@state.gov	10005	Active	School User	Washington Middle School	No	Reset	Edit   Block
Jane Doe	jane.doe@state.gov	10006	Active	District Administrator		No	Reset	Edit   Block
John Doe	john.doe@state.gov	10007	Active	District Administrator		No	Reset	Edit   Block

Showing 1 to 7 of 7 entries Previous  Next



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

Click the Edit button in the Modify District column.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Districts**

User Management | School Management | **District Management** | State Access

Show 10 entries Search:

District Name	Screen Name	Modify District
		<b>Edit</b>
District Name	Screen Name	Modify District

Showing 1 to 1 of 1 entries Previous 1 Next



A pop-up notification will appear, titled “Update District.” Edit the District Name or Screen Name, as needed, and click the Update button.

**Update District** [Close]

\* District Name:

Screen Name:

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

The pop-up notification will disappear, the updated data will appear in the list of district information, and a confirmation message indicating that the district was updated successfully will appear.

MENU School:  Home My Account Calendar Planning Process My EOP Users Log Out

**Districts**

✔ District updated successfully!

User Management | School Management | **District Management** | State Access

Show 10 entries Search:

District Name	Screen Name	Modify District
<a href="#">District Name</a>	<a href="#">Screen Name</a>	<a href="#">Edit</a>

Showing 1 to 1 of 1 entries Previous 1 Next



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

## Managing Schools

As a District Administrator, you also can manage the schools within your district that will use EOP ASSIST. This includes adding schools into the app, as well as editing existing schools within the app. To use this feature, select the School Management tab.

USER MANAGEMENT | **SCHOOL MANAGEMENT** | DISTRICT MANAGEMENT | STATE ACCESS

Create New School

Show 10 entries Search:

School Name	School Screen Name	EOP	Modify School
Washington Middle School	WMS	View	Edit
Wilson Elementary School	WES	No Data	Edit
Woodward Elementary School	WES	No Data	Edit
Wyandott Elementary School	WES	No Data	Edit
Yates Elementary School	YES	No Data	Edit
York Elementary High School	YEH	View	Edit
York Middle School	YMS	No Data	Edit

Showing 1 to 6 of 6 entries Previous 1 Next



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

A new table will appear in place of the User List that displays all schools in your district that have been saved in the app. From this table you may gain access directly to each school EOP in the district. To view a school EOP, select View in the EOP column. You will then be prompted to download the school EOP as a Microsoft Word document. If “No Data” appears in this column, it means that the school has not completed the six-step planning process and has not saved any information about threats or hazards within the app.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Schools**

User Management | School Management | District Management | State Access

Create New School

Show 10 entries Search:

School Name	School Screen Name	EOP	Modify School
Washington Middle School	1885	View	Edit
William Clemens School	1885	No Data	Edit
Franklin D. Roosevelt School	1885	No Data	Edit
Thomas Jefferson School	1885	No Data	Edit
George Washington High School	1885	View	Edit
John F. Kennedy Middle School	1885	No Data	Edit

Showing 1 to 6 of 6 entries Previous 1 Next



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

To create a new school, click the Create New School button at the top of the table.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Schools**

User Management | School Management | District Management | State Access

[Create New School](#)

Show 10 entries Search:

School Name	School Screen Name	EOP	Modify School
Washington Middle School	1980	View	Edit
Wilson Elementary School	1981	No Data	Edit
Woodward Elementary School	1982	No Data	Edit
Wyandott Elementary School	1983	No Data	Edit
Yates Elementary High School	1984	View	Edit
York Public Middle School	1985	No Data	Edit

Showing 1 to 6 of 6 entries Previous 1 Next



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

Fields will appear above the school table. Enter the School Name and Screen Name, if wanted, and click the Create New School button.

MENU
School: --Select--
Home My Account Calendar Planning Process My EOP Users Log Out

**Schools**

User Management | **School Management** | District Management | State Access

**Create New School**

Create New School

Create New School

Show 10 entries Search:

School Name	School Screen Name	EOP	Modify School
Washington Middle School	1000	View	Edit
Wilson Elementary School	1001	No Data	Edit
Wood County High School	1002	No Data	Edit
Yonkers High School	1003	No Data	Edit
Yonkers Middle School	1004	No Data	Edit
Yonkers High School	1005	View	Edit
Yonkers Middle School	1006	No Data	Edit

Showing 1 to 7 of 7 entries
Previous 1 Next



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

The School Name and other information will save, the screen will return to the list of schools that will now include the school you just created, and a confirmation message indicating that a new school was created successfully will appear.

MENU School:  Home My Account Calendar Planning Process My EOP Users Log Out

**Schools**

✔ New school created successfully!

User Management | School Management | District Management | State Access

Create New School

Show 10 entries Search:

School Name	School Screen Name	EOP	Modify School
Washington Middle School	1000	View	Edit
Washington Middle School	1001	No Data	Edit
Washington High School	1002	No Data	Edit
Washington Middle School	1003	No Data	Edit
Washington Middle School	1004	No Data	Edit
Washington High School	1005	View	Edit
Washington Middle School	1006	No Data	Edit

Showing 1 to 7 of 7 entries Previous 1 Next



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

To modify an existing school, click the Edit button for the corresponding school in the Modify School column.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Schools**

User Management | School Management | District Management | State Access

Create New School

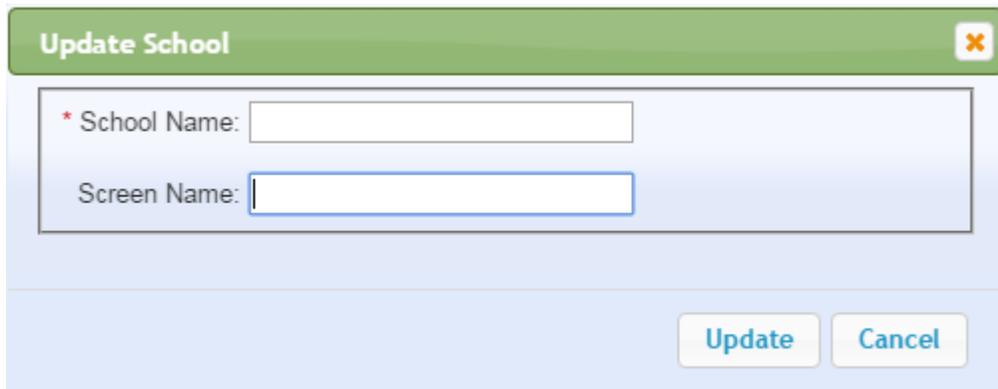
Show 10 entries Search:

School Name	School Screen Name	EOP	Modify School
Washington Middle School	1985	View	Edit
William Clemens School	1985	No Data	Edit
Franklin D. Roosevelt School	1985	No Data	Edit
Thomas Jefferson School	1985	No Data	Edit
Robert Kennedy High School	1985	View	Edit
Tom Paine Middle School	1985	No Data	Edit

Showing 1 to 6 of 6 entries Previous 1 Next



A pop-up notification will appear, titled "Update School." Edit the School Name or Screen Name, as needed, and click the Update button.



The image shows a screenshot of a web-based pop-up dialog box titled "Update School". The dialog has a green header bar with the title and a close button (an orange 'X' icon). Below the header is a light blue body containing two text input fields. The first field is labeled "\* School Name:" and the second is labeled "Screen Name:". At the bottom right of the dialog are two buttons: "Update" and "Cancel".

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

The updated information will save, the screen will return to the list of schools that will now include the updated school information, and a confirmation message indicating that a school was updated successfully will appear.

MENU School: --Select-- Home My Account Calendar Planning Process My EOP Users Log Out

**Schools**

✔ School updated successfully!

User Management | School Management | District Management | State Access

Create New School

Show 10 entries Search:

School Name	School Screen Name	EOP	Modify School
Washington Middle School	1888	View	Edit
Wilson Elementary School	1889	No Data	Edit
Woodland Elementary School	1890	No Data	Edit
Woodward Elementary School	1891	No Data	Edit
Wright Elementary High School	1892	View	Edit
York-Poole Middle School	1893	No Data	Edit

Showing 1 to 6 of 6 entries Previous 1 Next



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**Please note:** If a school has closed within a district, it is important to block all users associated with that school immediately. For more information on how to block a user, please refer to [Appendix A. Troubleshooting](#).

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

## Sharing School EOPs

Districts and schools may sometimes want to share school EOPs with a state agency, either for review or certification reasons. They may do so directly through EOP ASSIST if the state agency is hosting the app for the districts and schools. In this case, both District Administrators and State Administrators must enable the sharing feature. To do so, select the State Access tab.

The screenshot shows the EOP ASSIST interface. At the top, there is a navigation bar with 'MENU' on the left and a dropdown menu for 'School: --Select--' followed by links for 'Home', 'My Account', 'Calendar', 'Planning Process', 'My EOP', 'Users', and 'Log Out'. Below this is a green header for 'EOP State Access'. A secondary navigation bar contains tabs for 'User Management', 'School Management', 'District Management', and 'State Access', with 'State Access' highlighted in green and circled in red. Below the tabs is a table with three columns: 'State Access to My District's School EOPs', 'Status', and 'Action'. The 'Status' column shows 'Disabled' with a red 'X' icon. The 'Action' column contains an 'Enable' button with a green checkmark icon. Below the table, a message reads: 'State Administrator access to school EOPs in your district is currently disabled.'

You will see a table that displays the status of state access to school EOPs in your district.

This screenshot is identical to the previous one, showing the 'EOP State Access' interface with the 'State Access' tab selected and the status of state access to school EOPs set to 'Disabled'. The 'Enable' button in the 'Action' column is visible.

To enable or disable state access, click on the appropriate button in the Action column.

This screenshot is identical to the previous ones, showing the 'EOP State Access' interface. In this view, the 'Enable' button in the 'Action' column is circled in red, indicating it is the target for interaction.

The status will change in both the Status column and the statement below the table.

The screenshot shows the EOP ASSIST user interface. At the top, there is a navigation bar with 'MENU' on the left and a 'School: --Select--' dropdown menu. To the right of the dropdown are links for 'Home', 'My Account', 'Calendar', 'Planning Process', 'My EOP', 'Users', and 'Log Out'. Below the navigation bar is a green header for 'EOP State Access'. A green success message box states: 'State Administrator access to school EOPs enabled successfully!'. Below this is a breadcrumb trail: 'User Management | School Management | District Management | State Access'. A table is displayed with the following content:

	Status	Action
State Access to My District's School EOPs	Enabled	<input type="button" value="Disable"/>

Below the table, a red-bordered box contains the text: 'State Administrator access to school EOPs in your district is currently enabled.'

Once state access to school EOPs is enabled (at both the state and local level), State Administrators will be able to access the appropriate school EOPs, although they will not be able to edit them.

***Please note:** This feature is only available if a state agency is hosting the app for districts and schools throughout the state. If a district or school is hosting EOP ASSIST on their own server, they will not be able to share school EOPs with a state agency directly through the app. Instead, they must download the school EOP as a Word document and share it using whatever standard procedures are in place for sharing EOPs with the state.*

### School Administrator

School Administrators are a part of the planning team at their school and, therefore, can contribute, view, and edit information for their school EOP within EOP ASSIST. In this regard, their role in the planning process is much like that of a School User. In addition to participating in the planning process, though, the School Administrator also manages all users on his or her school's planning team. Please note that each school should have, at a minimum, three School Administrators. If you are a School Administrator, select Users on the Navigation Bar.



#### Before Using EOP ASSIST

Based on the Federal *Guide for Developing High-Quality School Emergency Operations Plans*, EOP ASSIST is a user-friendly tool that walks school and district emergency management practitioners through the *Guide's* recommended six step planning process for creating a customized and downloadable school emergency operations plan (EOP).

Before initiating the process of developing a school EOP, it is recommended that EOP ASSIST users familiarize themselves with the *Guide* by completing any or all of the following activities:

- Download and print a copy of the *Guide*. It will be useful to refer to this *Guide* as you progress throughout the tool.
- Read the [At-a-Glance version](#) of the *Guide*.
- View an archived [webinar](#) that introduces and summarizes the *Guide* through both slides and a video.
- Complete a free, 90- to 120-minute [online course](#) on the *Guide*.
- Request a free, on-site training, [Developing Emergency Operations Plans \(EOPs\) K-12 101 Training](#), for your school, district, and/or broader school community.

In addition to becoming acquainted with the Federal guidance on the process for developing school EOPs, it is also recommended that EOP ASSIST users review additional school emergency management resources, including the following:

- [State-by-state requirements](#) for school EOPs;
- [A glossary](#) of emergency management terminology;
- [Guidance](#) on National Incident Management System (NIMS) Implementation Activities for Schools; and
- [A list of resources](#) supporting the *Guide for Developing High-Quality School Emergency Operations Plans*, which includes resources to support each of the six steps in the recommended planning process.



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

## User List

You will first see a list of users within your school, which is called the User List. This lets you view all (current and previous) users who have access to your school EOP. You can sort users alphabetically and using various categories so that you can more easily find a specific user. To sort, simply click the arrows next to the column title that you wish to use to sort the users within your school.

The screenshot shows the 'Users' page in the EOP ASSIST system. At the top, there is a navigation menu with 'Users' highlighted. Below the menu, there are tabs for 'User Management' and 'State Access'. A 'Create New User' link is visible. The main content area features a table of users with the following columns: Full Name, Email, User ID, Status, User Role, School, View Only, Password, and Modify User. The table contains three entries. Below the table, it indicates 'Showing 1 to 3 of 3 entries' and includes 'Previous' and 'Next' navigation buttons.

Full Name	Email	User ID	Status	User Role	School	View Only	Password	Modify User
[Redacted]	[Redacted]	[Redacted]	Active	School User	[Redacted]	Yes	Reset	Edit   Block
[Redacted]	[Redacted]	[Redacted]	Active	School Administrator	[Redacted]	No	Reset	Edit
[Redacted]	[Redacted]	[Redacted]	Active	School User	[Redacted]	No	Reset	Edit   Block



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

## Creating Users

School Administrators can also create profiles for new users to contribute to their school EOP within EOP ASSIST. To do so, click the Create New User button above the User List.

**MENU** Home My Account Calendar Planning Process My EOP Users Log Out

**Users**

User Management | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	View Only	Password	Modify User
Thomas Green	agreen@hpsd.org	1001	Active	School User	Marion-Bowling High School	Yes	Reset	Edit   Block
John Doe	john.doe@hpsd.org	1002	Active	School Administrator	Marion-Bowling High School	No	Reset	Edit
Jane Doe	janedoe@hpsd.org	1003	Active	School User	Marion-Bowling High School	No	Reset	Edit   Block

Showing 1 to 3 of 3 entries Previous 1 Next



A field will appear above the User List, titled “Create User.” Input the appropriate data in the fields. The red asterisks\* indicate which fields are required for the creation of each user profile. User IDs and email addresses must be unique for each user. The User Role drop-down menu will list two options: (1) School Administrators and (2) School Users. It is recommended that each school has three School Administrators (all of which will have the same capabilities). Further, when creating a School User, you can enable View-Only permissions, which means the School User will only be able to view (and not add or edit) data within the Planning Process and Calendar sections. When all of the appropriate data has been entered and selected, click Save. The new user will appear in the User List.

MENU
Home My Account Calendar Planning Process My EOP Users Log Out

**Create User**

User Management
State Access

### Create New User

* First Name:	<input style="width: 80%;" type="text"/>
* Last Name:	<input style="width: 80%;" type="text"/>
* Email:	<input style="width: 80%;" type="text"/>
Phone Number:	<input style="width: 80%;" type="text"/>
* User ID:	<input style="width: 80%;" type="text"/>
* Password:	<input style="width: 40%;" type="password"/> * Confirm Password: <input style="width: 40%;" type="password"/>
* User Role:	<input style="width: 80%;" type="text" value="--Select--"/>

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	View Only	Password	Modify User
John Doe	john.doe@school.edu	12345	Active	School Administrator	Northwood High School	No	Reset	Edit
Jane Doe	jane.doe@school.edu	67890	Active	School User	Northwood High School	No	Reset	Edit   Block

Showing 1 to 2 of 2 entries Previous 1 Next

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Share the newly created User ID and password with the user, so that they can log in and change their account information. When a new user profile is created, the user is automatically given an “active” status. This means that new users have access to EOP ASSIST through their respective log-in information.

*Please note:* In order to block a user, please refer to the Modifying Users subsection and/or [Appendix A. Troubleshooting](#).

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### Resetting Passwords

As a School Administrator, you also have permission to reset passwords. School Users and other School Administrators who have forgotten their password may contact you. To reset their password, click the Reset button in the Password column for the corresponding user.

USER MANAGEMENT | STATE ACCESS

Create New User

Show 10 entries

Full Name	Email	User ID	Status	User Role	School	View Only	Password	Modify User
[Redacted]	[Redacted]	[Redacted]	Active	School User	[Redacted]	Yes	Reset	Edit   Block
[Redacted]	[Redacted]	[Redacted]	Active	School Administrator	[Redacted]	No	Reset	Edit
[Redacted]	[Redacted]	[Redacted]	Active	School User	[Redacted]	No	Reset	Edit   Block

Showing 1 to 3 of 3 entries

A pop-up notification will appear, titled “Reset Password.” Confirm that the First Name, Last Name, and User ID that appear are those of the user whose password you wish to reset. Enter a new password into the appropriate fields and click Reset Password. The fields will disappear, and the updated data will appear in the User List. Share this new password with the user.

**Reset Password**

First Name: [Redacted]

Last Name: [Redacted]

User ID: [Redacted]

\* Enter New Password:

\* Confirm Password:

Reset Password Cancel

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

EOP ASSIST User Manual

## Modifying User Profiles

As a School Administrator, you also can modify user profiles. To use this feature, click the Edit button in the Modify User column for the user profile you wish to modify.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**Users**

User Management | State Access

Create New User

Show 10 entries Search:

Full Name	Email	User ID	Status	User Role	School	View Only	Password	Modify User
John Doe	jdoe@sampleschool.org	jdoe2	Active	School User	Samples School	Yes	Reset	Edit   Block
Jane Doe	jd@sampleschool.org	jd1	Active	School Administrator	Samples School	No	Reset	Edit
John Doe	jdoe@sampleschool.org	jdoe2	Active	School User	Samples School	No	Reset	Edit   Block

Showing 1 to 3 of 3 entries Previous 1 Next

A pop-up notification will appear, titled “Update User Profile.” Edit the data, as needed, and click the Update button. When editing a School User, you can enable View-Only permissions, which means the School User will only be able to view (and not add or edit) data within the Planning Process and Calendar sections. The fields will disappear, and the updated data will appear in the User List.

**Update User**

\* First Name: John

\* Last Name: Doe

\* Email: jdoe@sampleschool.org

\* User ID: jdoe2

Phone Number:

User Role: School User

View Only: No

Update Cancel

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

School Administrators have permissions to update the following information for users at their school: name, email address, phone number, User ID, User Role, and View-Only status. If you wish to block a user, simply click the Block button in the Modify User column. Similarly, if you would like to activate a user that is currently blocked, click the Activate button in the Modify User column.

*Please note: School Administrators cannot change their own User Role. If you wish to change such information, please contact your District Administrator or another School Administrator. Both District Administrators and School Administrators have permissions to edit such data.*

### Sharing School EOPs

Schools may sometimes want to share school EOPs with a state agency, either for review or certification reasons, and may do so directly through EOP ASSIST. In order for State Administrators to gain access to a school EOP through the app, both representatives at the local level and the state level must enable this feature. For independent schools, both a School Administrator and State Administrator must enable the state access feature. For schools within districts, School Administrators may enable the state access feature, but both District Administrators and State Administrators must enable the feature. To do so, select the State Access tab.

The screenshot shows the 'EOP State Access' page. At the top, there is a 'MENU' bar with links for Home, My Account, Calendar, Planning Process, My EOP, Users, and Log Out. Below the menu is a green header for 'EOP State Access'. The main content area has two tabs: 'User Management' and 'State Access', with 'State Access' selected and highlighted with a red box. Below the tabs is a table with the following structure:

	Status	Action
State Access to My School EOP	✘ Disabled	✔ Enable

Below the table, a message reads: "State Administrator access to your school EOP is currently disabled."

You will see a table that displays the status of state access to school EOPs.

This screenshot is identical to the one above, showing the 'EOP State Access' page with the 'State Access' tab selected. The table displays the status of state access to school EOPs, which is currently 'Disabled', and provides an 'Enable' button. The message below the table states: "State Administrator access to your school EOP is currently disabled."

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

EOP ASSIST User Manual

To enable or disable state access, click on the appropriate button in the Action column.

The screenshot shows the 'EOP State Access' page. At the top, there is a 'MENU' bar with links for Home, My Account, Calendar, Planning Process, My EOP, Users, and Log Out. Below the menu, the page title 'EOP State Access' is displayed. The main content area has a breadcrumb trail 'User Management | State Access'. A table with the following structure is shown:

	Status	Action
State Access to My School EOP	✘ Disabled	✔ Enable

Below the table, a message states: 'State Administrator access to your school EOP is currently disabled.' The 'Enable' button in the table is highlighted with a red box.

The status will change in both the Status column and the statement below the table.

The screenshot shows the 'EOP State Access' page after a successful update. At the top, there is a green notification bar: '✔ State Administrator access to school EOP enabled successfully!'. Below the notification, the breadcrumb trail 'User Management | State Access' is visible. The table structure is as follows:

	Status	Action
State Access to My School EOP	✔ Enabled	✘ Disable

Below the table, a message states: 'State Administrator access to your school EOP is currently enabled.' The 'Status' column and the 'Disable' button in the table are highlighted with red boxes.

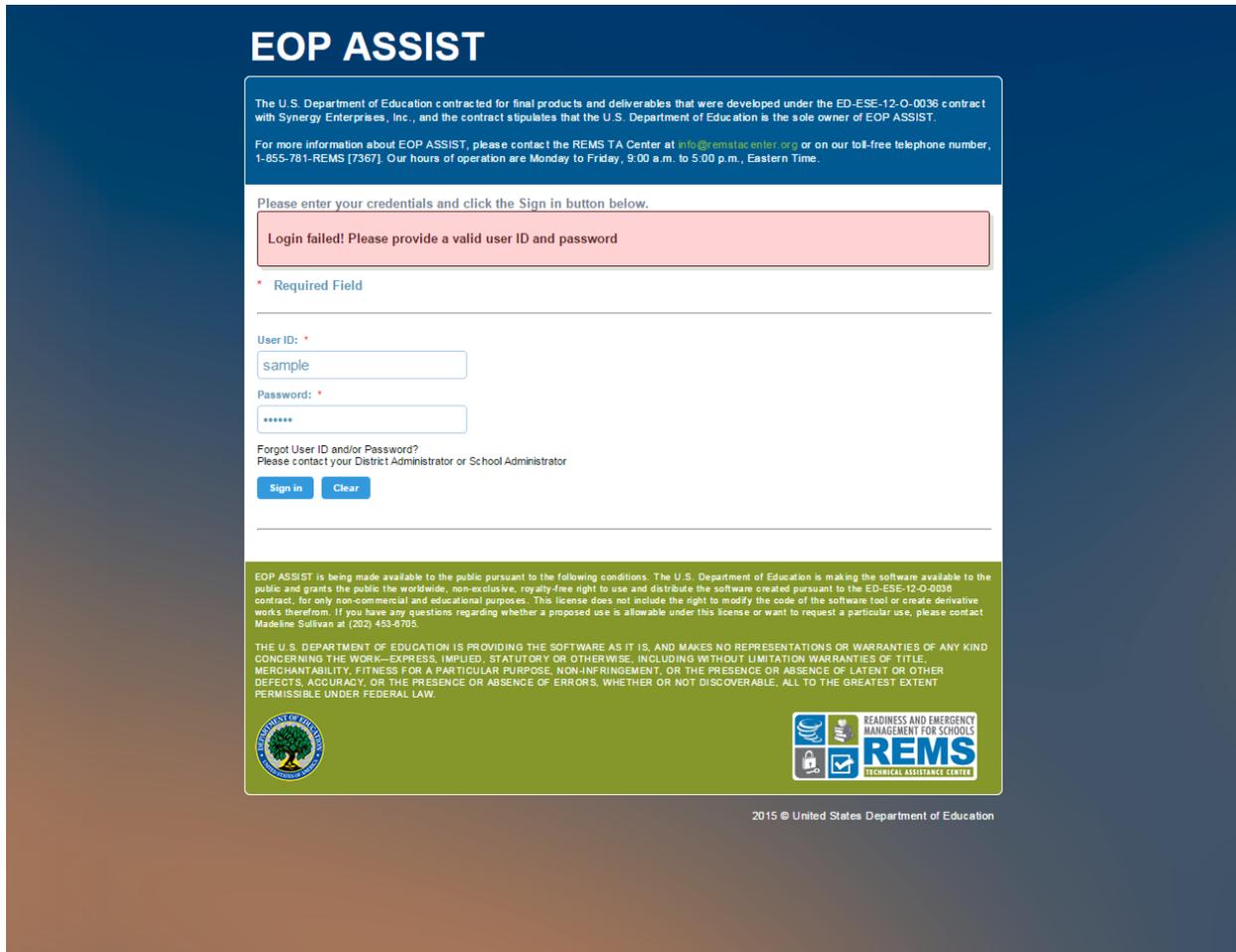
Once state access to school EOPs is enabled (at both the state and local level), State Administrators will be able to access the appropriate school EOPs, although they will not be able to edit them.

**Please note:** This feature is only available if the state is hosting the app for schools and districts. State-level hosting is configured during the installation process. If a district or school is hosting EOP ASSIST on their own server, they will not be able to share school EOPs with a state agency directly through the app. Instead, they must download the school EOP as a Word document and share it using whatever standard procedures are in place for sharing EOPs with the state.

## Appendix A. Troubleshooting

### Cannot Log In

**Scenario:** On the login page, you enter your User ID and password. When you select “Sign In,” you receive the following error message:



The screenshot shows the EOP ASSIST login interface. At the top, it says "EOP ASSIST" and provides contact information for the REMS TA Center. Below this, a red error message box states: "Login failed! Please provide a valid user ID and password." The login form includes fields for "User ID:" (containing "sample") and "Password:" (containing "\*\*\*\*\*"). There are "Sign in" and "Clear" buttons. At the bottom, there is a "Forgot User ID and/or Password?" link and a copyright notice for the United States Department of Education.

**Solution:** If you are a School User, contact a School Administrator. If you are a School Administrator, contact another School Administrator or a District Administrator. If you are a District Administrator, contact another District Administrator. If you are a State Administrator, contact another State Administrator. They will be able to reset your password, as well as confirm your User ID.

## Cannot Change Password

**Scenario:** On the My Account page, you select “Change Password” and enter your current password and new password. When you select “Reset Password,” you receive the following error message:

The screenshot shows the EOP ASSIST user interface. At the top, there is a navigation bar with the following items: MENU, Home, My Account, Calendar, Planning Process, My EOP, Users, and Log Out. Below this, a green bar highlights "My Account".

A red error message box at the top of the main content area reads: "The value you entered for the current password was not correct!".

Below the error message, there are two main sections:

- My Account:** A sidebar menu with three items: "My Profile", "Change Password", and "Change Password".
- My Profile:** A form with the following fields:
  - First Name:
  - Last Name:
  - Phone:
  - Email:
  - User ID:
  - Role:
  - School:

At the bottom of the "My Profile" form, there are two buttons: "Update Profile" and "Cancel".



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**Solution:** If you are a School User, contact a School Administrator. If you are a School Administrator, contact another School Administrator or a District Administrator. If you are a District Administrator, contact another District Administrator. If you are a State Administrator, contact another State Administrator. They will be able to reset your password, as well as confirm your User ID.

*Please note:* For more information on how an Administrator can reset your password, please see [Chapter 6: Using the App as an Administrator](#).

## Need to Return to Previously Completed Step

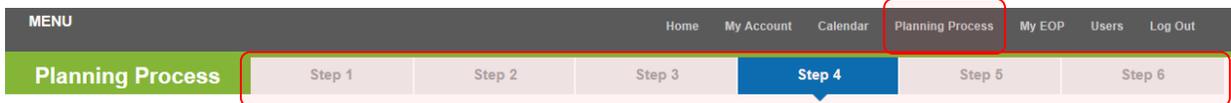
**Scenario:** You have completed or partially completed the planning process and would like to return to a previously completed step to delete, edit, or add information.

*Please note:* If you are unsure of the exact page or step to which you want to navigate, please refer to [Appendix B. App Map](#) and/or [Chapter 5: Using the App to Develop a School EOP](#).

**Solution A:** Open the Slide-Out Menu. First, select the step to which you want to navigate. Then, select the page on which you wish to delete, edit, or add information.

The screenshot displays the EOP ASSIST application interface. At the top, there is a navigation bar with a 'MENU' button highlighted by a red box. To the right of the menu are links for 'Home', 'My Account', 'Calendar', and 'Planning Process'. Below the navigation bar is a horizontal menu with tabs for 'GETTING STARTED', 'Planning Process', 'Step 1', 'Step 2', 'Step 3', 'Step 4', and 'Step 5'. The 'Step 4' tab is currently selected and highlighted in blue. On the left side, there is a vertical slide-out menu with a list of steps: 'STEP 1', 'STEP 2', 'STEP 3', 'STEP 4', 'STEP 5', and 'STEP 6'. Under 'STEP 5', there are five sub-items: 'Overview of Step 5: Plan Preparation, Review, and Approval', 'Prepare the Draft EOP: Threat- and Hazard-Specific Annexes', 'Prepare the Draft EOP: Functional Annexes', 'Prepare the Draft EOP: Basic Plan', and 'Review, Approve, and Share the Plan'. The main content area displays the 'Overview of Step 4: Plan Development (Identify Courses of Action)' page. The page content includes an introductory paragraph, a section titled 'Use Scenario-Based Planning' with a sub-paragraph, a section titled 'Develop Courses of Action for Threats and Hazards' with a sub-paragraph, a section titled 'Develop Courses of Action for Functions' with a sub-paragraph, and a section titled 'Outcome of Step 4' with a sub-paragraph. At the bottom of the page, there is a logo for the 'READINESS AND EMERGENCY MANAGEMENT FOR SCHOOLS REMS TECHNICAL ASSISTANCE CENTER'.

**Solution B:** If you aren't already in the Planning Process Section, select Planning Process on the Navigation Bar. If you are already in the Planning Process Section, or once you have reached the Planning Process Section, use the Planning Process tabs. Select the step to which you want to navigate. Click the Next button until you have reached the page on which you wish to delete, edit, or add information.



### Overview of Step 4: Plan Development (Identify Courses of Action)

Now that your planning team has identified **goals** and **objectives** for addressing threats, hazards, and **functions**, Step 4 will prompt your team to develop **courses of action** for accomplishing those goals and objectives. Courses of action are the step-by-step procedures used to enact functions or manage threats and hazards.

#### Use Scenario-Based Planning

Your team's first task in developing courses of action is to use scenario-based planning to imagine the different ways that a threat or hazard may unfold, and the steps your school and community partners should take to address those threats and hazards—either with functions or with threat- and hazard-specific procedures.

#### Develop Courses of Action for Threats and Hazards

Next, using the scenarios that your planning team just imagined, your team will develop courses of action that clearly describe how your school and community partners will enact procedures to address specific threats and hazards.

#### Develop Courses of Action for Functions

Likewise, your planning team will use the scenarios to develop courses of action that clearly describe how your school and community partners will enact different functions.

#### Outcome of Step 4

At the conclusion of Step 4, your planning team will have courses of action for each threat, hazard, and function. Along with the goals and objectives developed in Step 3, the courses of action will form the primary content in the Functional Annexes and Threat- and Hazard-Specific Annexes sections of your school EOP. In Step 5, your team will format the goals, objectives, and courses of action into actual sections of the school EOP.



**Solution C:** If you are already in the Planning Process Section, use the Next/Back buttons. Select the direction that you would like to travel, using one or a combination of the two buttons, until you have reached the page on which you wish to delete, edit, or add information.



### Overview of Step 4: Plan Development (Identify Courses of Action)

Now that your planning team has identified [goals](#) and [objectives](#) for addressing threats, hazards, and [functions](#), Step 4 will prompt your team to develop [courses of action](#) for accomplishing those goals and objectives. Courses of action are the step-by-step procedures used to enact functions or manage threats and hazards.

#### Use Scenario-Based Planning

Your team's first task in developing courses of action is to use scenario-based planning to imagine the different ways that a threat or hazard may unfold, and the steps your school and community partners should take to address those threats and hazards—either with functions or with threat- and hazard-specific procedures.

#### Develop Courses of Action for Threats and Hazards

Next, using the scenarios that your planning team just imagined, your team will develop courses of action that clearly describe how your school and community partners will enact procedures to address specific threats and hazards.

#### Develop Courses of Action for Functions

Likewise, your planning team will use the scenarios to develop courses of action that clearly describe how your school and community partners will enact different functions.

#### Outcome of Step 4

At the conclusion of Step 4, your planning team will have courses of action for each threat, hazard, and function. Along with the goals and objectives developed in Step 3, the courses of action will form the primary content in the Functional Annexes and Threat- and Hazard-Specific Annexes sections of your school EOP. In Step 5, your team will format the goals, objectives, and courses of action into actual sections of the school EOP.

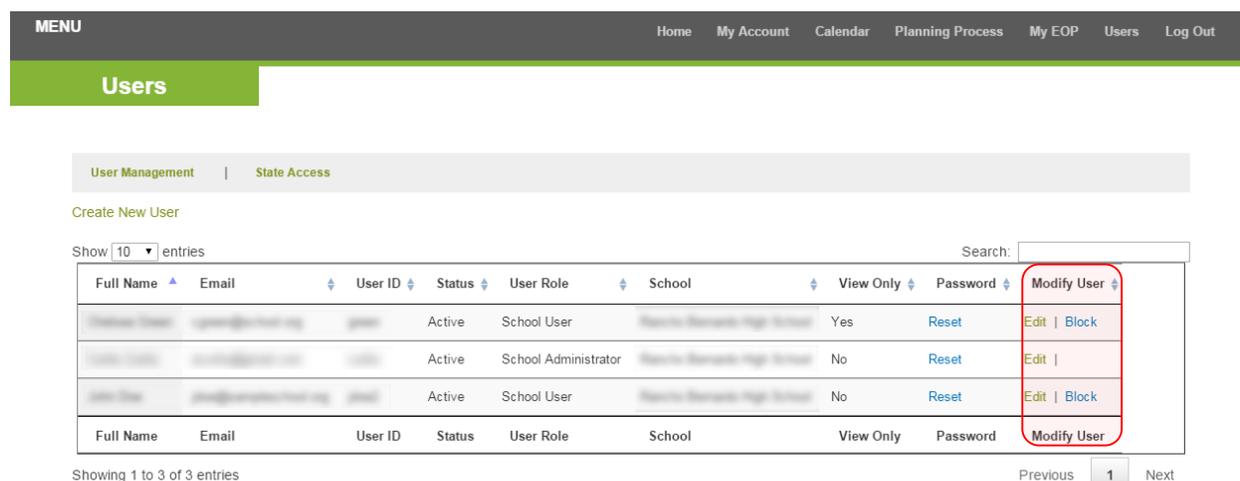


**Please note:** For more information on how the Next/Back buttons work, as well as the Slide-Out Menu, Planning Process tabs, and Navigation Bar, refer to [Chapter 4: Reviewing the App's Layout and Features](#).

## Need to Block a User

**Scenario:** As a District Administrator, School Administrator, State Administrator, or Super Administrator, you created a user who is no longer a part of the planning team within a district or school, or is no longer a part of the state agency. This user is no longer responsible for collaborating on the school EOP and, therefore, shouldn't have access to the app.

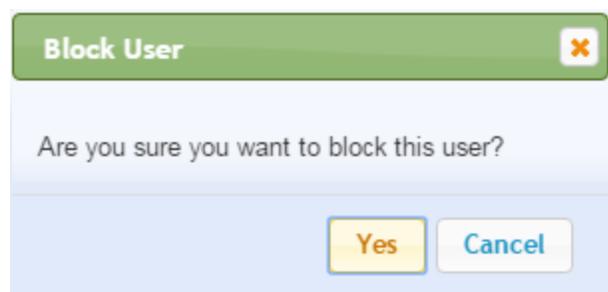
**Solution:** Go to the Users Section. In the User List, find the user who is no longer part of a planning team and click the Block button in the Modify User column that corresponds with that user.



The screenshot shows the 'Users' section of the EOP ASSIST application. At the top, there is a navigation bar with 'MENU' on the left and 'Home', 'My Account', 'Calendar', 'Planning Process', 'My EOP', 'Users', and 'Log Out' on the right. Below the navigation bar, the 'Users' section is highlighted in green. The main content area shows 'User Management' and 'State Access' tabs. There is a 'Create New User' link and a search bar. A table lists users with columns for Full Name, Email, User ID, Status, User Role, School, View Only, Password, and Modify User. The 'Modify User' column contains 'Edit' and 'Block' buttons. The 'Block' button for the first user is highlighted with a red box. Below the table, it says 'Showing 1 to 3 of 3 entries' and 'Previous 1 Next'.

Full Name	Email	User ID	Status	User Role	School	View Only	Password	Modify User
[Redacted]	[Redacted]	[Redacted]	Active	School User	[Redacted]	Yes	Reset	Edit   Block
[Redacted]	[Redacted]	[Redacted]	Active	School Administrator	[Redacted]	No	Reset	Edit
[Redacted]	[Redacted]	[Redacted]	Active	School User	[Redacted]	No	Reset	Edit   Block

A pop-up notification will appear. Click Yes to block the user.



The screenshot shows a 'Block User' pop-up notification. The title bar is green with the text 'Block User' and a close button. The main content area is light blue and contains the question 'Are you sure you want to block this user?'. At the bottom, there are two buttons: 'Yes' (highlighted in yellow) and 'Cancel'.

**Please note:** If you are a District Administrator and a user is still part of a planning team within your district, but works at a different school than originally assigned to that user profile, you will need to edit his or her school. Similarly, if you are a State Administrator and a user is still part of a planning team within your state, but works for another district than originally assigned, you will need to edit his or her district. More information on how to modify a user can be found in [Chapter 6: Using the App as an Administrator](#).

## No Longer Want to Include a Threat or Hazard in School EOP

**Scenario 1:** Your planning team has mistakenly created an erroneous threat or hazard or identified a threat or hazard in Step 2 that you do not want to address in your school EOP.

**Solution 1:** Continue progressing through the Planning Process Section. When you reach the second page of Step 3: Select Threats and Hazards to Address in the School EOP, do not select the corresponding checkbox for that threat or hazard that you wish to exclude. If this threat or hazard remains unchecked by all members of your planning team, it will not appear in the exported school EOP.



### Select Threats and Hazards to Address in the School EOP

Your team's first task is to review the prioritized list of threats and hazards from Step 2 and to select the threats and hazards that your planning team chooses to address in the school EOP. These selected threats and hazards will be carried forward in the remaining steps of the planning process.

The table below contains a summary of the threats and hazards that your planning team identified, assessed for risk, and prioritized in Step 2. Please review this content carefully to determine which threats and hazards your team will address in your school EOP. If your team needs to make any adjustments to the threats and hazards included in this table, those adjustments should be made in Step 2. Once your team has decided which threats and hazards will be addressed in the plan, you should place a checkmark in the indicated space for each selected threat and hazard.

### Select Threats and Hazards to Address in the School EOP

THREATS AND HAZARDS	ADDRESS IN THE SCHOOL EOP
Active Shooter	<input type="checkbox"/>
Contaminated Food Outbreak	<input type="checkbox"/>
Cyber Attack	<input type="checkbox"/>
Earthquake	<input type="checkbox"/>
Hurricane	<input checked="" type="checkbox"/>
Infectious Disease	<input type="checkbox"/>
Power Failure	<input type="checkbox"/>
Radiological Release	<input type="checkbox"/>
Tornado	<input checked="" type="checkbox"/>
Wildfire	<input type="checkbox"/>



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**Scenario 2:** Your planning team has developed goals and objectives in Step 3, or has also identified courses of action in Step 4, for a threat or hazard that you no longer wish to address in your school EOP.

**Solution 2:** Return to the second page of Step 3: Select Threats and Hazards to Address in the School EOP. Select the corresponding checkbox for that threat or hazard that you wish to exclude. If this threat or hazard remains unchecked by all members of your planning team, it will not appear in the exported school EOP.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

Planning Process Step 1 Step 2 Step 3 Step 4 Step 5 Step 6



### Select Threats and Hazards to Address in the School EOP

Your team's first task is to review the prioritized list of threats and hazards from Step 2 and to select the threats and hazards that your planning team chooses to address in the school EOP. These selected threats and hazards will be carried forward in the remaining steps of the planning process.

The table below contains a summary of the threats and hazards that your planning team identified, assessed for risk, and prioritized in Step 2. Please review this content carefully to determine which threats and hazards your team will address in your school EOP. If your team needs to make any adjustments to the threats and hazards included in this table, those adjustments should be made in Step 2. Once your team has decided which threats and hazards will be addressed in the plan, you should place a checkmark in the indicated space for each selected threat and hazard.

### Select Threats and Hazards to Address in the School EOP

THREATS AND HAZARDS	ADDRESS IN THE SCHOOL EOP
Active Shooter	<input type="checkbox"/>
Contaminated Food Outbreak	<input type="checkbox"/>
Cyber Attack	<input type="checkbox"/>
Earthquake	<input type="checkbox"/>
Hurricane	<input checked="" type="checkbox"/>
Infectious Disease	<input type="checkbox"/>
Power Failure	<input type="checkbox"/>
Radiological Release	<input type="checkbox"/>
Tornado	<input checked="" type="checkbox"/>
Wildfire	<input type="checkbox"/>



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## Cannot Find a Threat or Hazard That Was Previously Identified

**Scenario 1:** You are currently completing Step 3: Develop Goals and Objectives for Threats and Hazards, but do not see a threat or hazard in the table.

MENU							Home	My Account	Calendar	Planning Process	My EOP	Users	Log Out
Planning Process		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6						



### Develop Goals and Objectives for Threats and Hazards

Next, your team should develop three goals and corresponding objectives for each of your selected threats and hazards. The three goals should indicate the desired outcome (1) before, (2) during, and (3) after a threat or hazard has unfolded at your school. For each of your goals, please provide corresponding objectives—or specific, measurable actions—to achieve these goals. Often, planners will need to identify multiple objectives in support of a single goal. The goals and objectives developed in this step will be carried forward to the next step in the planning process—Step 4—which will prompt your planning team to develop **courses of action** for accomplishing the goals and objectives established here. Ultimately, the goals, objectives, and courses of action developed for each threat or hazard will form the Threat- or Hazard-Specific Annexes section of your school EOP.

As your team develops goals and objectives for threats or hazards, you should find that some of your goals and objectives apply to more than one threat or hazard. For example, a goal addressing the threat or hazard of a fire might be to provide necessary medical attention to those in need. Providing medical attention is a goal that could also apply to tornadoes, explosions, contaminated food outbreaks, or *active shooter situations*. These cross-cutting goals and objectives are known as functions. Examples of functions include the following: evacuation; lockdown; shelter-in-place; accounting for all persons; communications and warning; family reunification; continuity of operations; recovery; public health, medical, and mental health; and security. While developing goals and objectives, your team will be prompted to identify which of those goals and objectives are considered functions. The functions that your team identifies here will eventually become Functional Annexes in your school EOP.

Please use the table below to develop **goals** and **objectives** for each selected threat and hazard, and to identify which of those goals and objectives are cross-cutting **functions**. If a threat or hazard is not displayed below, please return to the previous page to ensure that it is selected for inclusion in the school EOP.

Begin by clicking the Add button for the respective threat or hazard. Then, type your goals and objectives into the designated fields. Use the Add More button if your team needs to develop multiple objectives in support of a single goal. Then, for each goal and objective, use the Function drop-down menu to select the corresponding function. Recommended functions are preloaded as menu options; however, your team may add new functions to the menu as well. The menu option "None" signifies that the goal or objective only applies to the threat or hazard, and is not a cross-cutting function. After completing all fields and selecting the appropriate menu options for the selected threat or hazard, click the Save button. Repeat this process for the remaining threats and hazards.

If your team wishes to edit goals, objectives, and functions that were previously entered, please click the Edit button for the respective threat or hazard. Pre-populated fields and drop-down menus will appear with previously saved information. After editing any of the available fields, click the Update button. Repeat this process, as needed.

### Add/Edit Goals and Objectives for Threats and Hazards

THREATS AND HAZARDS	GOALS AND OBJECTIVES
---------------------	----------------------



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**Solution 1:** Return to the second page (Step 3: Select Threats and Hazards to Address in the School EOP) and ensure that your threat or hazard is selected. If it is not selected, please check it off and Save. If it is not available in the table, return to Step 2 to input the threat or hazard.

**Scenario 2:** You are currently completing Step 4 and wish to identify courses of action for a threat or hazard, but do not see it in the table.

MENU Home My Account Calendar Planning Process My EOP Users Log Out

**Planning Process** | Step 1 | Step 2 | Step 3 | **Step 4** | Step 5 | Step 6



### Develop Courses of Action for Threats and Hazards

Courses of action should read as a specific set of steps or instructions that individuals with different roles and responsibilities should take in order to accomplish established goals and objectives. Courses of action should provide answers to the following questions:

- What is the action?
- Who is responsible for the action?
- When does the action take place?
- How long does the action take and how much time is actually available?
- What has to happen before?
- What happens after?
- What resources are needed to perform the action?
- How will this action affect specific populations, such as individuals with disabilities and others with access and functional needs who may require medication, wayfinding, evacuation or personal assistance services, or who may experience severe anxiety during traumatic events?

It is now time to develop courses of action that address the **threats and hazards** that your planning team selected for your school EOP in Step 3. As your team may recall, Step 3 also prompted your team to develop goals and objectives for threats and hazards. Those goals and objectives that your team developed may be found below, and are listed by the name of the threat or hazard.

Please click on the Add button for each threat or hazard below. In the space indicated, write out courses of action that accomplish the goals and objectives that your team previously developed. After completing the courses of action fields for the selected threat or hazard, click the Save button. Repeat this process for the remaining threats and hazards.

If your team has already developed courses of action for a threat or hazard and wishes to modify the information, please click the Edit button for the respective threat or hazard. Pre-populated fields will appear with previously saved information. After editing the available fields, click the Update button. Repeat this process, as needed.

### Add/Edit Courses of Action for Threats and Hazards

THREATS AND HAZARDS	COURSES OF ACTION
Active Shooter	Add ⊕
Earthquake	Add ⊕
Wildfire	Edit 🔗



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**Solution 2:** You must first develop goals and objectives for a threat or hazard before identifying courses of action. If you do not see a specific threat or hazard, return to Step 3 to ensure that: (1) the threat or hazard has been selected to be addressed in your school EOP, and (2) that goals and objectives have been added to the threat or hazard. After you select the threat or hazard and add goals and objectives, proceed to Step 4. If you do not see your threat or hazard in Step 3, please refer to Scenario 1.

**Scenario 3:** You are currently completing Step 5 and wish to edit the Threat- and Hazard-Specific Annexes Section of your school EOP, but do not see the threat or hazard in the table.

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Step 1
Step 2
Step 3
Step 4
Step 5
Step 6

 [Resource Toolkit](#)

**Prepare the Draft EOP: Threat- and Hazard-Specific Annexes**

Your planning team already completed most of the work for the [Threat- and Hazard-Specific Annexes](#) in Step 3 and Step 4, when your team identified [goals](#), [objectives](#), and [courses of action](#) for threats and hazards. At this stage, your team will be prompted to edit the text already developed for each threat or hazard and then format accordingly for inclusion in the draft EOP.

A recommended format for presenting information in each of the annexes is as follows:

- Title (the threat or hazard)
- Goal(s)
- Objective(s)
- Courses of Action (Describe the courses of action you developed in Step 4 in the sequence in which they should occur.)

To edit and format the content for each of your annexes, please click on the corresponding Edit button. Revise the text as necessary in the designated fields. It is likely that some of your courses of action will reference cross-cutting functions. In those cases, it is recommended that you add a note that additional information on a particular function may be found in the corresponding Functional Annex. Click the Update button to create a coherent Threat- and Hazard-Specific Annex.

**Edit Threat- and Hazard-Specific Annexes**

THREATS AND HAZARDS	ANNEXES
Wildfire	Edit 



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**Solution 3:** You must first develop goals and objectives and then courses of action before you can prepare the draft threat- or hazard-specific annex. If you do not see a specific threat or hazard, return to Step 4 to ensure that you have identified courses of action for that threat or hazard. If not, add the courses of action and proceed to Step 5. If you do not see your threat or hazard in Step 4, please refer to Scenario 2.

*Please note:* For more information on how data is transmitted throughout the Planning Process Section, please see [Chapter 5: Using the App to Develop a School EOP](#).

## Cannot Find a Function That Was Previously Identified

**Scenario 1:** You are currently completing Step 3 and wish to develop goals and objectives for a function, but do not see it in the table.



### Develop Goals and Objectives for Functions

After identifying functions, the planning team should develop three goals and corresponding objectives for each function. As with the goals already identified for threats and hazards, the three goals should indicate the desired outcome for (1) before, (2) during, and (3) after the function has been executed. The goals and objectives developed for these functions will be carried forward to the next step in the planning process—Step 4—which will prompt your planning team to develop courses of action for accomplishing the goals and objectives established here. Ultimately, the goals, objectives, and courses of action developed for each function will form the Functional Annexes section of your school EOP.

Please use the table below to develop **goals** and **objectives** for each **function**. If a function is not displayed below, then it has not been identified as a cross-cutting function on the previous page.

Begin by clicking the Add button for the respective function, which will display empty fields. Then, type your goals and objectives into the designated fields. Use the Add More button, if your team needs to develop multiple objectives in support of a single goal. After completing all fields for the selected function, click the Save button. Repeat this process for the remaining functions.

If your team wishes to edit goals and objectives that were previously entered, please click the Edit button for the respective function. Pre-populated fields will appear with previously saved information. After editing any of the available fields, click the Update button. Repeat this process, as needed.

### Add/Edit Goals and Objectives for Functions

FUNCTIONS	GOALS AND OBJECTIVES
-----------	----------------------



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**Solution 1:** Return to the third page of Step 3, Develop Goals and Objectives for Threats and Hazards, and ensure that the cross-cutting function has been selected for the appropriate threat or hazard. If it is not selected, please select it and then select Save.

**Scenario 2:** You are currently completing Step 4 and wish to identify courses of action for a function, but do not see it in the table.

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Planning Process
Step 1
Step 2
Step 3
Step 4
Step 5
Step 6

 [Resource Toolkit](#)

### Develop Courses of Action for Functions

[Courses of action](#) should read as a specific set of steps or instructions that individuals with different roles and responsibilities should take in order to accomplish established [goals](#) and [objectives](#). Courses of action should provide answers to the following questions:

- What is the action?
- Who is responsible for the action?
- When does the action take place?
- How long does the action take, and how much time is actually available?
- What has to happen before?
- What happens after?
- What resources are needed to perform the action?
- How will this action affect specific populations, such as individuals with disabilities and others with access and functional needs who may require medication, wayfinding, evacuation or personal assistance services, or who may experience severe anxiety during traumatic events?

It is now time to develop courses of action for the [functions](#) that your planning team identified in Step 3. As your team may recall, Step 3 prompted your team to develop goals and objectives and then to categorize those as functions or as specific to the threat or hazard. The list of functions your team identified, and the goals and objectives supporting those functions, may be found below.

Please click on the Add button for each function below. In the space indicated, write out courses of action that accomplish the goals and objectives that your team previously established. After completing the courses of action fields for the selected function, click the Save button. Repeat this process for the remaining functions.

If your team has already developed courses of action for a function and wishes to modify the information, please click the Edit button for the respective function. Pre-populated fields will appear with previously saved information. After editing the available fields, click the Update button. Repeat this process, as needed.

### Add/Edit Courses of Action for Functions

FUNCTIONS	COURSES OF ACTION
Family Reunification	<a href="#" style="color: #0070c0;">Add +</a>



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**Solution 2:** You must first develop goals and objectives for a function before identifying courses of action. If you do not see a specific threat or hazard, return to Step 3 to ensure that goals and objectives have been added to the function. After you add goals and objectives, proceed to Step 4. If you do not see your function in Step 3, please refer to Scenario 1.

**Scenario 3:** You are currently completing Step 5 and wish to edit the Functional Annexes Section of your school EOP, but do not see the function in the table.

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Planning Process
Step 1
Step 2
Step 3
Step 4
Step 5
Step 6

 [Resource Toolkit](#)

**Prepare the Draft EOP: Functional Annexes**

Your planning team already completed most of the work for the [Functional Annexes](#) in Step 3 and Step 4, when your team identified [goals](#), [objectives](#), and [courses of action](#) for [functions](#). At this stage, your team will be prompted to edit the text already developed for each function and then format accordingly for inclusion in the draft EOP.

A recommended format for presenting information in each of the annexes is as follows:

- Title (the function)
- Goal(s)
- Objective(s)
- Courses of Action (Describe the courses of action you developed in Step 4 in the sequence in which they should occur.)

To edit and format the content for each of your annexes, please click on the corresponding Edit button. Revise the text as necessary in the designated fields and click the Update button to create a coherent Functional Annex.

**Edit Functional Annexes**

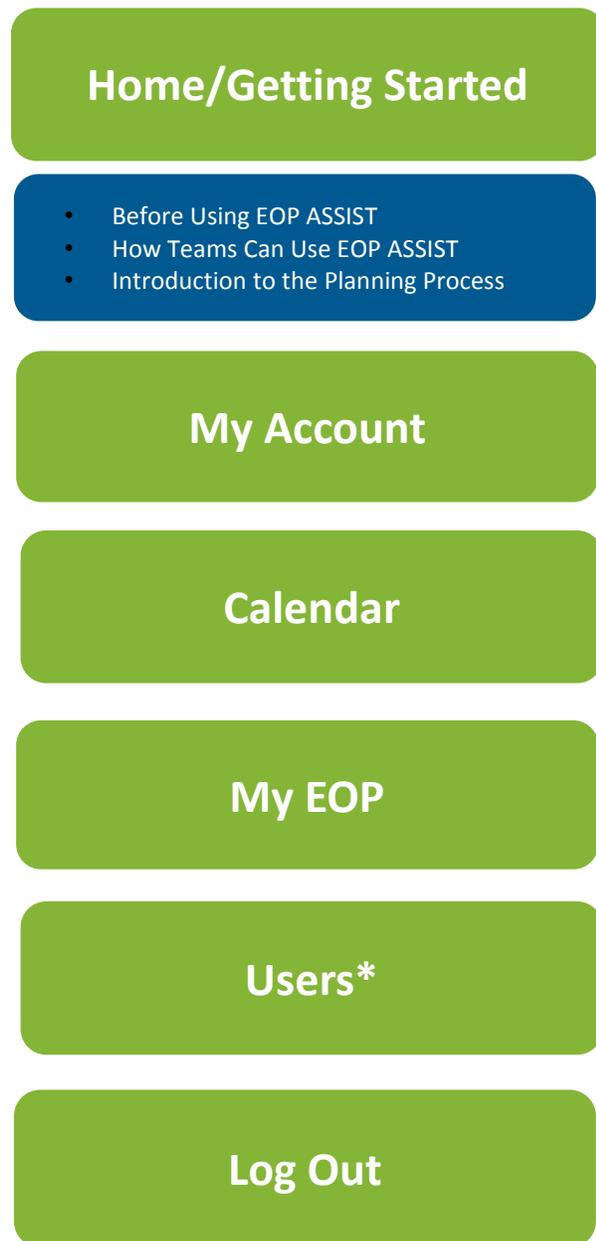
FUNCTIONS	ANNEXES
Family Reunification	Edit 

**Solution 3:** You must first develop goals and objectives and then courses of action before you can prepare the draft threat- or hazard-specific annex. If you do not see a specific threat or hazard, return to Step 4 to ensure that you have identified courses of action for that threat or hazard. If not, add the courses of action and proceed to Step 5. If you do not see your threat or hazard in Step 4, please refer to Scenario 2.

*Please note:* For more information on how data is transmitted throughout the Planning Process Section, please see [Chapter 5: Using the App to Develop a School EOP](#).

## Appendix B. App Map

The following graphic depicts the organization of the app, which contains six or seven sections, depending on your User Role. These sections are identified below in green. The Home/Getting Started and Planning Process sections contain multiple pages, which are identified below in blue. Within the blue boxes, each bullet point represents a different page within that section. In the Planning Process Section, the pages are grouped according to the steps in the six-step planning process.



\*State Administrators (if applicable), District Administrators, and School Administrators only

## Planning Process

### Step 1

- Overview of Step 1: Form a Collaborative Planning Team
- Identify a Core Planning Team
- Form a Common Framework and Define and Assign Roles and Responsibilities
- Determine a Regular Schedule of Meetings

### Step 2

- Overview of Step 2: Understand the Situation
- Develop a Comprehensive List of Possible Threats and Hazards Using a Variety of Data Sources
- Evaluate Risks and Vulnerabilities of Threats and Hazards and Then Prioritize

### Step 3

- Overview of Step 3: Determine Goals and Objectives
- Select Threats and Hazards to Address in the School EOP
- Develop Goals and Objectives for Threats and Hazards
- Develop Goals and Objectives for Functions

### Step 4

- Overview of Step 4: Plan Development (Identify Courses of Action)
- Use Scenario-Based Planning
- Develop Courses of Action for Threats and Hazards
- Develop Courses of Action for Functions

### Step 5

- Overview of Step 5: Plan Preparation, Review, and Approval
- Prepare the Draft EOP: Threat- and Hazard-Specific Annexes
- Prepare the Draft EOP: Functional Annexes
- Prepare the Draft EOP: Basic Plan
- Review, Approve, and Share the Plan

### Step 6

- Overview of Step 6: Plan Implementation and Maintenance
- Train Stakeholders on the Plan
- Exercise the Plan
- Review, Revise, and Maintain the Plan
- Thank You for Using EOP ASSIST

## Appendix C. Glossary

The following terminology is used throughout both EOP ASSIST and this user manual. It is recommended that you refer to this glossary in addition to the [Guide](#) and <http://rems.ed.gov>, both which contain a more comprehensive explanation of the six-step planning process and emergency management concepts.

**Americans with Disabilities Act (ADA) of 1990:** The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation.

**Assessment:** Planning teams use such tools to evaluate the risk posed by identified threats and hazards. Assessments aren't only used to develop the initial plan, but also to inform updates and revisions to the plan on an ongoing basis. Some of the most essential assessments the planning team should undertake include Capacity Assessment, Culture and Climate Assessment, School Threat Assessment, and Site Assessment.

**Capacity Assessment:** The evaluation of the capabilities of students and staff members, as well as the services, materials, and resources of community partners.

**Culture and Climate Assessment:** An evaluation of student and staff connectedness to the school, as well as problem behaviors.

**School Threat Assessment:** The evaluation of communication and behaviors in order to determine whether or not a student, staff member, or other person may pose a threat.

**Site Assessment:** An examination of the safety, accessibility, and emergency preparedness of a school's building and grounds.

**Courses of Action:** A description of how a school will accomplish each objective; this takes into consideration the what, who, when, where, why and how for each threat, hazard, and function.

**Crime Prevention Through Environmental Design (CPTED):** Strategies implemented to directly modify the environment to take advantage of pre-existing environmental assets or to change the design features and condition of particular targets (e.g., school buildings, doors, and windows) or areas in an effort to reduce crime. Natural Surveillance, Natural Access Control, Territoriality Reinforcement, and Management and Maintenance are key principles of CPTED. In some instances, CPTED strategies are implemented during the beginning phases of a project (e.g., during planning of a new housing development).

**Emergency Operations Plan (EOP):** A document that describes who will do what, as well as when, with what resources, and by what authority—before, during, and immediately after an emergency. The EOP format used in EOP ASSIST contains three sections: Basic Plan, Functional Annexes, and Threat- and Hazard-Specific Annexes.

**School EOP:** An EOP developed for and by school-level emergency planning and response teams.

**Basic Plan:** The school EOP section that provides an overview of the approach to emergency operations. Although the Basic Plan guides development of the more operationally oriented annexes, its primary audiences consist of the school principal, local emergency officials, and the community (as appropriate). The elements listed in this section should meet the needs of these audiences while providing a solid foundation for the development of supporting annexes. For more information on the components of this section, please refer to pages 23–28 of the *Guide*.

**Functional Annexes:** The school EOP section that details the goals, objectives, and courses of action of functions (e.g., evacuation, communications, and recovery) that apply across multiple threats or hazards. Functional annexes set forth how the school manages a function before, during, and after an emergency. For more information on this section, please refer to pages 28–36 of the *Guide*.

**Threat- and Hazard-Specific Annexes:** The school EOP section that specifies the goals, objectives, and courses of action that a school will follow to address a particular type of threat or hazard (e.g., hurricane, *active shooter*). Threat- and hazard-specific annexes, like functional annexes, set forth how the school manages a function before, during, and after an emergency. For more information on this section, please refer to pages 35–36 of the *Guide*.

**Family Educational Rights and Privacy Act (FERPA):** Legislation that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. *FERPA* gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or matriculates beyond the high school level. Students to whom the rights have transferred are “eligible students.” For more information on *FERPA*, please refer to pages 39–50 of the *Guide*.

**Function:** An activity that applies to more than one threat or hazard. Examples of functions include the following: evacuation; lockdown; shelter-in-place; accounting for all persons; communications and warning; family reunification; continuity of operations; recovery; public health, medical, and mental health; and security.

**Goals:** The broad, general statements that indicate the desired outcome in response to the threat or hazards identified by the planning team. Goals identify what personnel and other human resources are supposed to achieve. They also help identify when major activities are complete and what defines a successful outcome.

**The Guide:** The common name for the new *Federal Guide for Developing High-Quality School Emergency Operations Plans*. There is also an *IHE Guide*, which is the common name for the [Federal Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education](#).

**Health Insurance Portability and Accountability Act (HIPAA):** Legislation that provides Federal protections for individually identifiable health information held by covered entities and their business associates, and that gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of health information needed for patient care and other important purposes.

**Incident Command System (ICS):** A standardized on-scene incident management concept designed specifically to let responders adopt an integrated organizational structure equal to the complexity and demands of any single incident or multiple incidents without being hindered by jurisdictional boundaries.

**Command Staff:** The staff members who report directly to the Incident Commander (IC), including the Public Information Officer (PIO), Safety Officer, Liaison Officer, and other positions as required per ICS. They may have an assistant or assistants, as needed.

**Liaison Officer:** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations, per ICS.

**PIO:** A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements, per ICS.

**Safety Officer:** A member of the Command Staff responsible for monitoring incident operations and advising the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel, per ICS.

**Common Operating Picture:** An overview of an incident by all relevant parties that provides incident information enabling the IC/Unified Command and any supporting agencies and organizations to make effective, consistent, and timely decisions.

**Finance/Administration Section:** The ICS Section that describes all administrative and financial considerations surrounding an incident.

**IC:** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Operations Section:** The ICS Section that describes all tactical incident operations and implementation of the Incident Action Plan. In the ICS, the Operations Section normally includes subordinate branches, divisions, or groups.

**Planning Section:** The ICS Section that describes a plan for the collection, evaluation, and dissemination of operational information related to the incident, and a plan for the preparation and documentation of the Incident Action Plan. The Planning Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Interoperability:** The ability of systems, personnel, and equipment to provide and receive functions, data, information, and services to and from other systems, personnel, and equipment and between both public and private agencies, departments, and other organizations, in a manner enabling them to operate effectively together. Interoperability allows emergency management/response personnel and

their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand in real time, when needed and authorized.

**National Incident Management System (NIMS):** A systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards—regardless of cause, size, location, or complexity—in order to reduce loss of life and property and harm to the environment.

**Chain of Command:** The orderly line of authority within the ranks of the incident management organization that is a key concept of NIMS.

**Logistics:** The process and procedure for providing resources and other services to support incident management, per NIMS.

**Situation Report:** The confirmed or verified information regarding the specific details relating to an incident that is a key component of NIMS.

**Navigation Bar:** The EOP ASSIST feature that allows users to navigate through various sections. The Navigation Bar is located in the gray ribbon in the upper right-hand corner of the screen.

**Objectives:** The specific, measurable actions that are necessary to achieve the goals. Often, the planning team will need to identify multiple objectives in support of a single goal.

**Page Title:** The EOP ASSIST feature that indicates on which page the user is currently located within the Planning Process and Home/Getting Started sections. The Page Title is located below the Section Heading and, if the user is in the Planning Process Section, below the Planning Process tabs.

**Planning Process Tabs:** The EOP ASSIST feature that allows users to navigate between steps in the Planning Process Section, and that indicates which step the user is currently located within the Planning Process Section. The Planning Process tabs are located below the Navigation Bar and parallel to the Section Heading.

**Presidential Policy Directive 8 (PPD-8):** Signed by President Barack Obama in March 2011, it describes the nation’s approach to preparedness. This directive represents an evolution in our nation’s collective understanding of national preparedness, based on the lessons learned from terrorist attacks, hurricanes, school incidents, and other experiences. It defines preparedness around five mission areas: prevention, protection, mitigation, response, and recovery.

**Prevention:** The capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident. Prevention is the action schools take to prevent a threatened or actual incident from occurring. In the broader PPD-8 construct, the term “prevention” refers to those capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. The term “prevention” also refers to preventing imminent threats.

**Protection:** The capabilities to secure the campus against acts of violence and manmade or natural disasters. Protection focuses on ongoing actions that protect students, educators, staff members, visitors, networks, and property from a threat or hazard.

**Mitigation:** The capabilities necessary to eliminate or reduce loss of life and property damage by lessening the impact of an event or emergency. In this document, mitigation also means reducing the likelihood that threats and hazards will happen.

**Recovery:** The capabilities necessary to assist schools affected by an event or emergency in restoring the learning environment. It is also one of the functions that schools should address in developing a comprehensive, high-quality school EOP.

**Response:** The capabilities necessary to: stabilize an emergency once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

**Psychological First Aid for Schools (PFA-S):** An evidence-informed approach for assisting children, adolescents, adults, and families in the aftermath of an emergency incident. PFA-S is designed to reduce the initial distress caused by emergencies and to foster short- and long-term adaptive functioning and coping.

**Resource Toolkit:** An EOP ASSIST feature that contains additional guidance, resources, and examples to support users working through the six-step planning process. The Resource Toolkit is located in the upper right-hand corner of each page within the Home/Getting Started and Planning Process sections.

**Six-Step Planning Process:** The federally recommended planning process for creating a comprehensive and high-quality school EOP. The six-step planning process is described throughout the *Guide* and involves working collaboratively with a team. Involving six different steps, it is flexible and should be adapted based on the unique characteristics of the school, district, and situation.

**Slide-Out Menu:** An EOP ASSIST feature that allows users to navigate quickly and directly to any page within the Home/Getting Started and Planning Process sections. The Slide-Out Menu is located in the upper left-hand corner of the screen.

**Users:** Members of a school's collaborative planning team that have access to EOP ASSIST and use the app to work through the six-step planning process and, ultimately, generate a high-quality school EOP. There are five types of users with varying permissions and capabilities: School Users, School Administrators, District Administrators, State Administrators, and Super Administrators.

**Super Administrator:** There is one Super Administrator for EOP ASSIST, who has rights to all management functions of the app. At least three IT personnel at the institution hosting the EOP ASSIST (either state agency, district, or school) should have access to the log-in credentials for this account. The purpose of the Super Administrator is to set up the app for other users and to serve as the database manager of EOP ASSIST. The Super Administrator can create, block, and reactivate all users; modify all user profiles; reset passwords; create and modify all districts and schools; and control state access to school EOPs.

**State Administrators:** This user role only exists when a state entity is hosting EOP ASSIST. State Administrators serve as the primary points of contact for District Administrators within their state and for School Administrators from independent schools. State Administrators can create users, block and reactivate users, reset passwords, and modify user profiles for all District Administrators, School Administrators, School Users, and other State Administrators within their state. State Administrators can also create and modify districts and schools within their state.

While State Administrators do not have access to the Planning Process Section for individual schools, they can enable the right to gain access to a school EOP once it has been generated. State Administrators also may use the Planning Process Section to develop a sample school EOP and to use the Calendar for the state-level team. The ICS recommends having at least one designated individual and two back-up personnel for each essential position. As such, it is recommended that there are at least three State Administrators designated for each state hosting EOP ASSIST.

**District Administrators:** The primary points of contact for School Administrators within their district. District Administrators can create users, block and reactivate users, reset passwords, and modify user profiles for all School Administrators, School Users, and other District Administrators within their district. District Administrators are also responsible for creating and modifying schools within their district. An extra privilege of District Administrators is that they can access and contribute to each school EOP within their district, and their Calendar displays all events planned for each school.

If District Administrators are using the state's account of EOP ASSIST, District Administrators may also grant or deny the state access to school EOPs in their district. The ICS recommends having at least one designated individual and two back-up personnel for each essential position. As such, it is recommended that there are at least three District Administrators designated for each district using EOP ASSIST.

**School Administrators:** The primary points of contact for their school collaborative planning team, and they're located at the school level. School Administrators can create users, block and reactivate users, reset passwords, and modify user profiles for School Users and other School Administrators at their school only. Since School Administrators are also members of the core planning team, they can access and contribute to their school EOP through the Planning Process section and to their school's Calendar.

If School Administrators are using the state's account of EOP ASSIST, School Administrators may also grant or deny the state access to their school EOP. The ICS recommends having at least one designated individual and two back-up personnel for each essential position. As such, it is recommended that there are at least three school Administrators designated for each school using EOP ASSIST.

**School Users:** Members of the core planning team who have all the required permissions to participate in the six-step planning process and to contribute to their school EOP. School Users cannot see data from any other school, and do not have permissions that let them manage

other users. School Users can update any information throughout the app, including their own personal information in the My Account Section. Further, some School Users may have view-only permissions, such as any individuals who may need to see the school EOP, but who are not required to contribute to it. This feature is enabled by an Administrator. It restricts such users from adding or editing the Planning Process and Calendar sections, although they still have access to view such data.

**Vulnerabilities:** The characteristics of the school campus (e.g., structures, equipment, IT or electrical systems, grounds, surrounding area) that could make it more susceptible to the identified threats and hazards.