

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

TRAININGS BY REQUEST

Developing Emergency Operations Plans (EOPs) IHE 101 Training

An overview of recommended planning processes and key considerations for creating, revising, or enhancing emergency operations plans for institutions of higher education (higher ed EOP)

The Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center, on behalf of the U.S. Department of Education's (ED) Office of Safe and Healthy Students (OSHS), is pleased to offer the "Developing Emergency Operations Plans (EOPs) IHE 101 Training" (IHE 101) Training by Request (TBR). This on-site, 4-hour training presents importance Federal guidance on emergency management planning for institutions of higher education (IHE).

TRAINING DESCRIPTION

Our nation's postsecondary institutions are entrusted to provide a safe and healthy learning environment for students, faculty, and staff who live, work, and study on campus. Faced with emergencies ranging from fires, tornadoes, floods, hurricanes, earthquakes, to pandemic influenza and other infectious diseases, and *active shooter situations*, this is no easy task. It is critical for IHEs to plan ahead to help ensure the safety and general welfare of all members of the campus community.

In June 2013, the Obama Administration released the [Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education \(IHE Guide\)](#) which provides an overview of Federal guidance on IHE emergency operations planning. The *IHE Guide*, produced by the U.S. Departments of Education; Justice, led by the Federal Bureau of Investigation; Homeland Security, led by the Federal Emergency Management Agency; and Health and Human Services, incorporates lessons learned from recent events, as well as years of emergency planning work by the Federal government, to present a recommended process, important content elements, and key considerations for higher ed emergency operations plan (higher ed EOP) development.

Lessons learned from emergencies involving IHEs highlight the importance of preparing IHE officials and first responders to develop and implement higher ed EOPs. In collaboration with their local government and community partners, IHEs can take steps to plan for potential emergencies through the creation of a high-quality higher ed EOP. With this IHE 101 TBR, an expert team will provide an overview of a recommended six step planning process to create a high-quality higher ed EOP, which includes the following:

- Step 1: Forming a Collaborative Planning Team
- Step 2: Understanding the Situation
- Step 3: Determining Goals and Objectives
- Step 4: Plan Development
- Step 5: Plan Preparation, Review, and Approval
- Step 6: Plan Implementation and Maintenance

This six step planning process is designed to help IHEs develop a plan, conduct a comprehensive review of their entire plan, or conduct periodic and incremental reviews of a plan's components. The planning process discussed during this IHE 101 TBR is flexible and can be adapted to accommodate an IHE's unique characteristics and situation.

WHO SHOULD ATTEND?

The IHE 101 TBR is applicable for audiences interested in creating, revising, or enhancing higher ed EOPs; IHE faculty, staff, administrators, or others who serve, or will serve, on the IHE emergency operations planning team; and other interested stakeholders, including first responders, emergency medical services personnel, campus and/or public health officials, campus and/or city police, students, and other campus and community partners.