

## Developing Emergency Operations Plans (EOPs) K-12 101 Train-the-Trainer (TtT) Training

*An overview of recommended planning processes and key considerations for creating, revising, or enhancing school EOPs*

The **REMS TA Center**, in partnership with the **U.S. Department of Education, (ED) Office of Safe and Healthy Students (OSHS)**, is pleased to offer the "Developing Emergency Operations Plans (EOPs) K-12 101 Train-the-Trainer (TtT) " (K-12 101 TtT) Training by Request (TBR). This on-site, 8-hour TBR presents important Federal guidance on school emergency management planning.

### TRAINING DESCRIPTION

Each school day, our nation's schools are entrusted to provide a safe and healthy learning environment for approximately 55 million elementary and secondary school students in public and nonpublic schools. In June 2013, the Obama Administration released the [Guide for Developing High-Quality School Emergency Operations Plans](#) (*School Guide*) which provides an overview of Federal guidance on school emergency management planning.

The School Guide, produced by the ED; U.S. Departments of ED; Justice, led by the Federal Bureau of Investigation; U.S. Department of Homeland Security, led by the Federal Emergency Management Agency; and the U.S. Department of Health and Human Services, incorporates lessons learned from recent events, like the school shooting in Newtown and the tornadoes in Oklahoma, as well as years of emergency planning work by the Federal government, to present a recommended process, important content elements, and key considerations for school emergency operations plan (school EOP) development. Lessons learned from school emergencies highlight the importance of preparing school officials and first responders to implement school EOPs.

In collaboration with their local government and community partners, schools can take steps to plan for these potential emergencies through the creation of a high-quality school EOP. With this K-12 101 TtT TBR, an expert team will train potential master trainers on the recommended six step planning process to create a high-quality school 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 schools 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 the K-12 101 TtT TBR is flexible and can be adapted to accommodate a school's unique characteristics and situation.

### WHO SHOULD ATTEND?

The K-12 101 TtT TBR is designed for potential master trainers from participating schools and school districts responsible for training site-based planning teams interested in creating, revising, or enhancing school EOPs. The training is also applicable for school staff members who serve, or will serve, on their school or school district's EOP planning team; and other interested community stakeholders, including first responders, emergency medical services personnel, law enforcement, and others.