



Emergency Management Virtual Toolkit:

*A Synchronized Toolkit for State and Local Education Agencies
Serving Schools and School Districts*

Installation Manual

Released April 2016

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

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Overview

The Emergency Management Virtual Toolkit (Toolkit) was developed by the Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center to allow

- State and education agencies to quickly and easily promote the dissemination of current and consistent information on school emergency management at the state level;
- Any education agency to quickly and easily provide access to the latest information, resources, and training opportunities for stakeholders; and
- School districts to have quick and easy access to the tools they need to develop their high-quality school emergency operations plans (EOPs), engage youths and the community, and connect with other emergency management practitioners.

The Toolkit provides you with an opportunity to populate your education agency's Website or emergency management Web page with the latest Federal school emergency management training and technical assistance resources and information for schools in your state or district. It is divided into three sections: (1) develop high-quality EOPs; (2) engage youths and the school community; and (3) connect with other emergency management practitioners.

Click here to view the [Toolkit](#).

Content Synchronization Using Data Scraping—Register. Upload. Stay Connected.

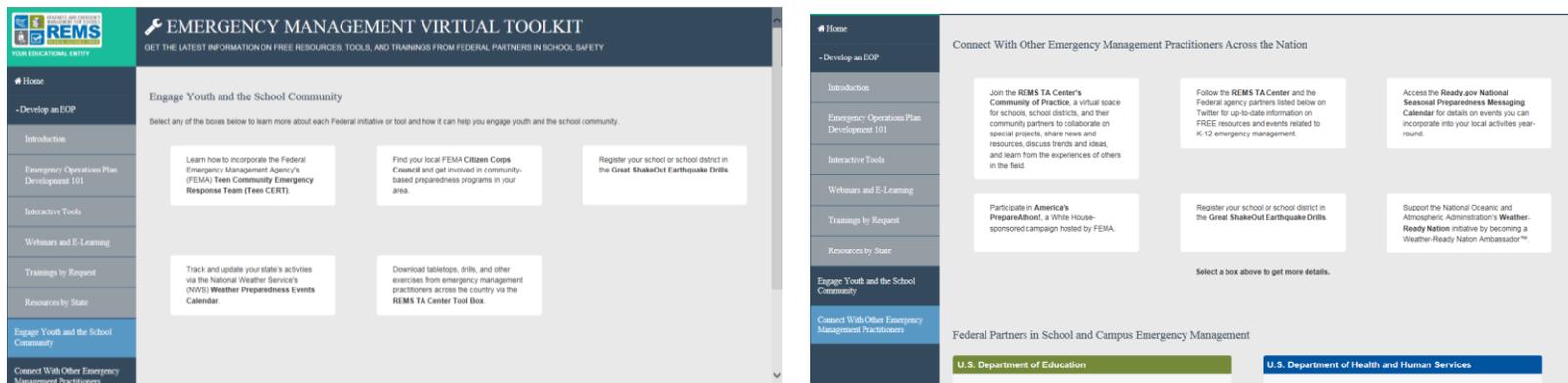
The Toolkit uses data scraping technology to extract data from one Website and display it on another site. In this instance, we are pulling information from the REMS TA Center Website to your state or local education agency Website. There is very little that you need to do to get the Toolkit up and running on your local server. Just download the Zip file that has been emailed to you, open the Toolkit Deploy Package, add your state or local education agency logo,¹ and you will be ready to get started. Once you have downloaded and uploaded the package, you can feel confident that the information you provide to your constituents via this Toolkit is up to date. When we make updates on our end, they will automatically carry over to your version of the Toolkit.

¹ If your state or local education agency would like to change the dimensions provided to add your logo, or if you're not comfortable with Zip file extractions, you will need to contact your Webmaster. You can also find additional information in the Readme file that was emailed to you as a part of the REMS TA Center Virtual Toolkit Deployment Package.

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View a snapshot of the Toolkit below or by accessing it here: <http://rems.ed.gov/virtual-toolkit/index.html>.



Use the following instructions to install the Toolkit on your personal computer (PC) or network environment, and to add your logo to the Toolkit.

Please review the entire Installation Manual before beginning the installation of the Toolkit.

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General Installation Considerations

Expertise Requirements of IT Personnel

Information technology personnel assigned to download and install the Toolkit are required to have an entry level of expertise or knowledge of basic HTML and CSS. Specifically, the application should be installed by a skilled Network Administrator, System Administrator, or Webmaster at your state or local education agency.

Client Installation and Access

No client installation is required, as users can access the application through a Web browser once it is installed onto a state or local education agency server. Any of the modern browsers can be used to access the Toolkit, such as Internet Explorer (IE), Google Chrome (Chrome), Mozilla Firefox (Firefox), and Safari. A secure connection with the latest encryption technologies is always recommended.

Desktop Installation

The Toolkit will be housed on an individual machine (desktop or laptop).

Network/Server Installation

The Toolkit will be housed on a local or non-local (such as a school or school district) server

Third-Party Server Installation

The Toolkit will be housed on a server hosted via a third-party application.

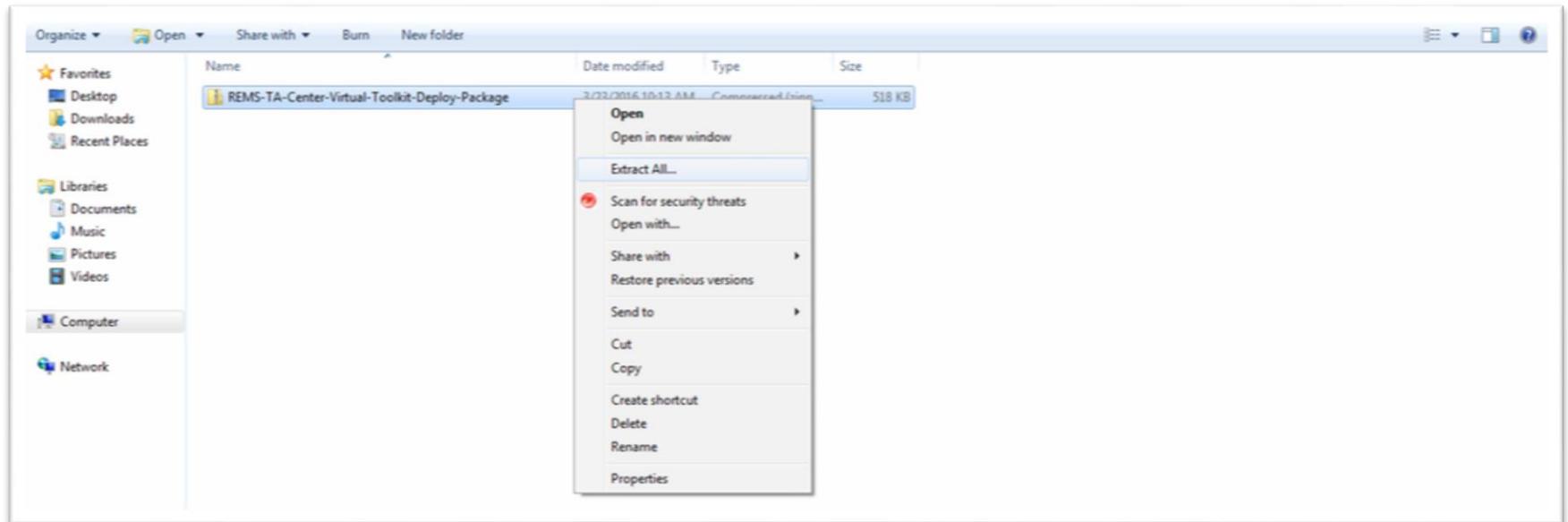
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Desktop Installation Instructions

After registering at <http://rems.ed.gov/EMVirtualToolkitRegistration.aspx.aspx>, you should have received an email with the Toolkit Deploy Package in a compressed (zipped) folder. You need to follow the steps below to download and unzip the installation package.

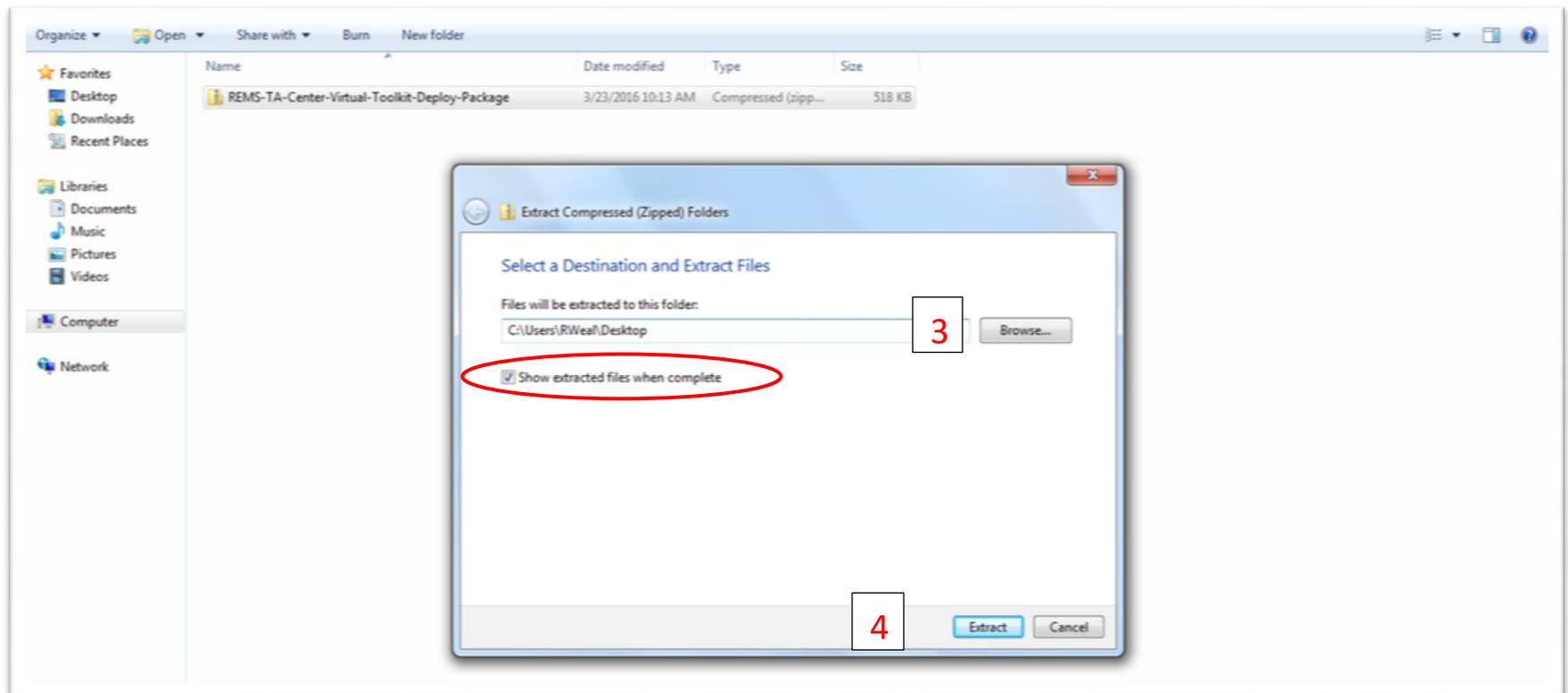
1. Right-click the Virtual Toolkit Deploy Package Zip file.
2. Select “Extract All” from drop-down menu.



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3. Select “Browse,” and choose Desktop as your destination folder.
Note: Make sure that *Show extracted files when complete* is checked.
4. Select “Extract.”

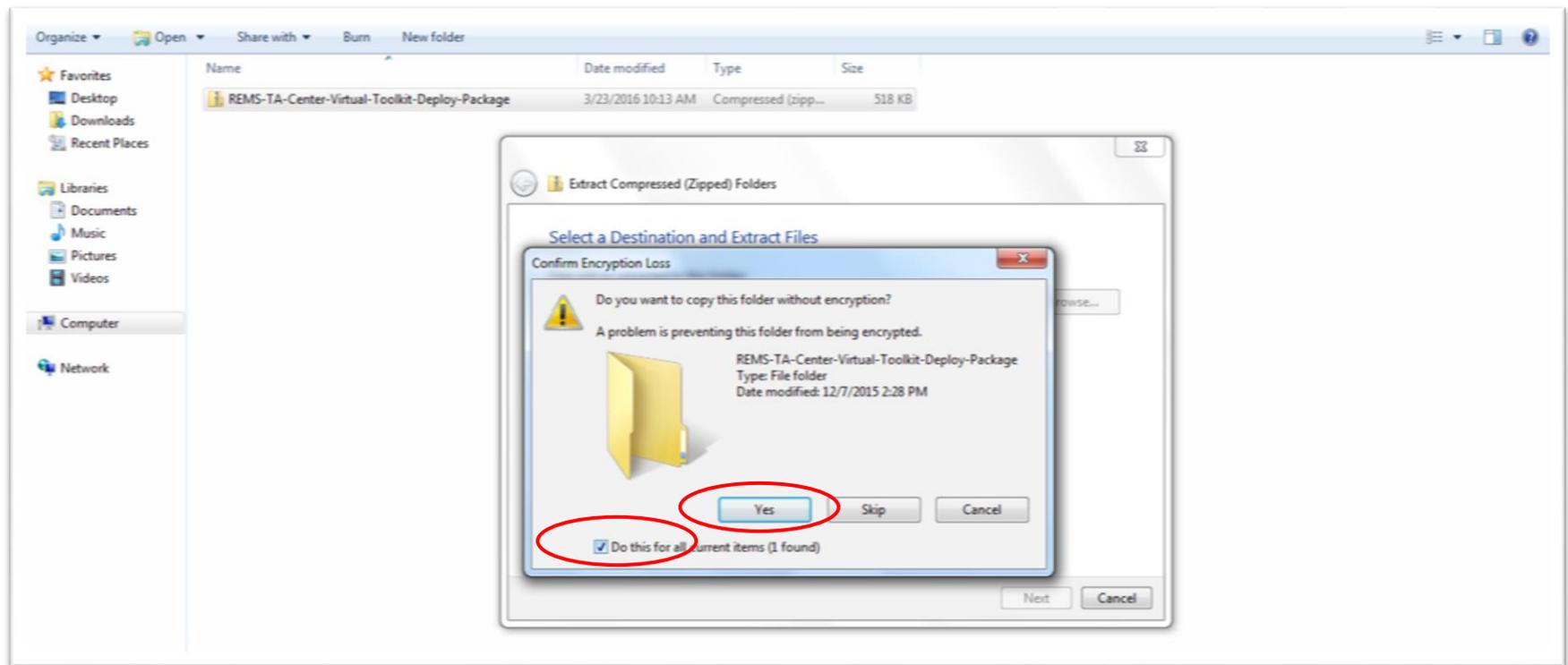


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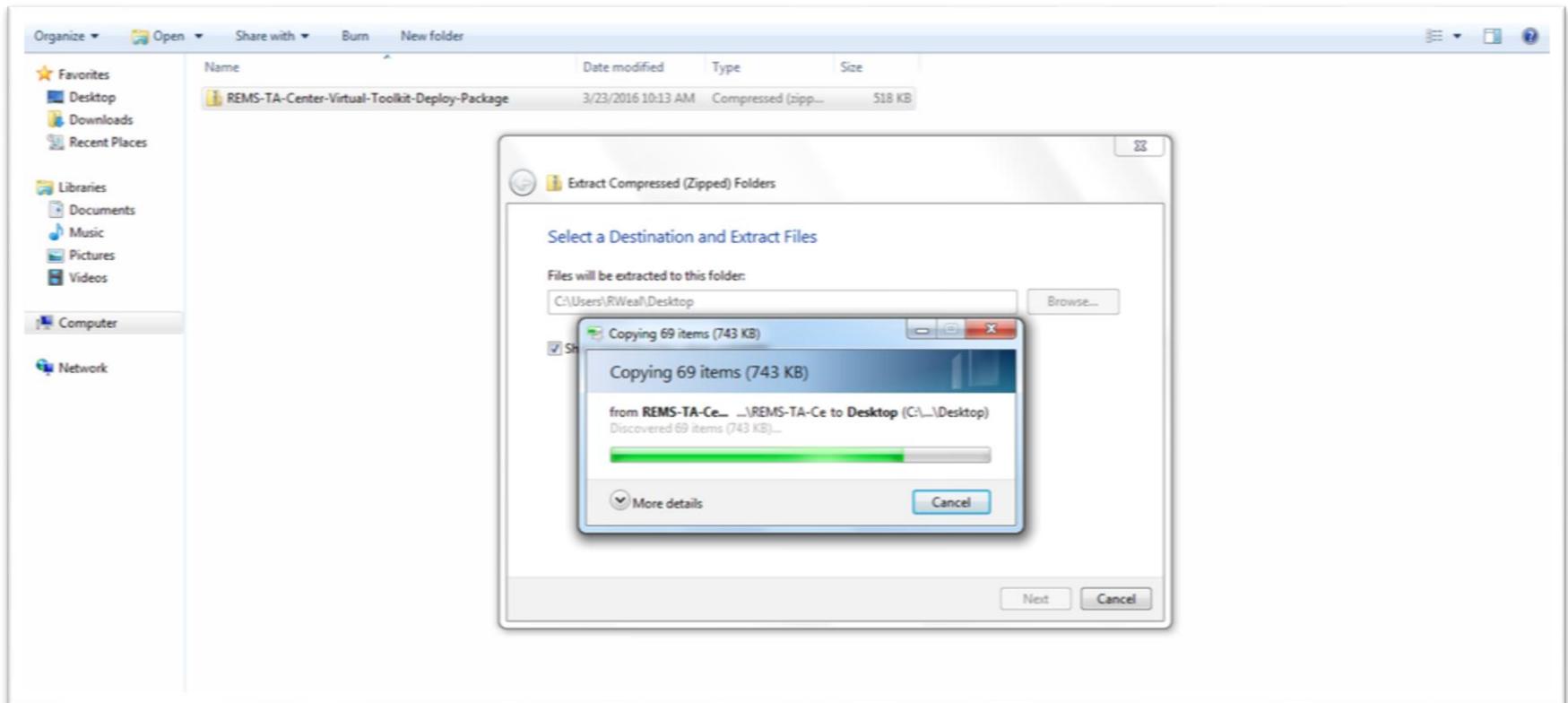
5. Select “Yes” at the Confirm Encryption Loss dialog box.

Note: Make sure that *Do this for all current items* is checked.



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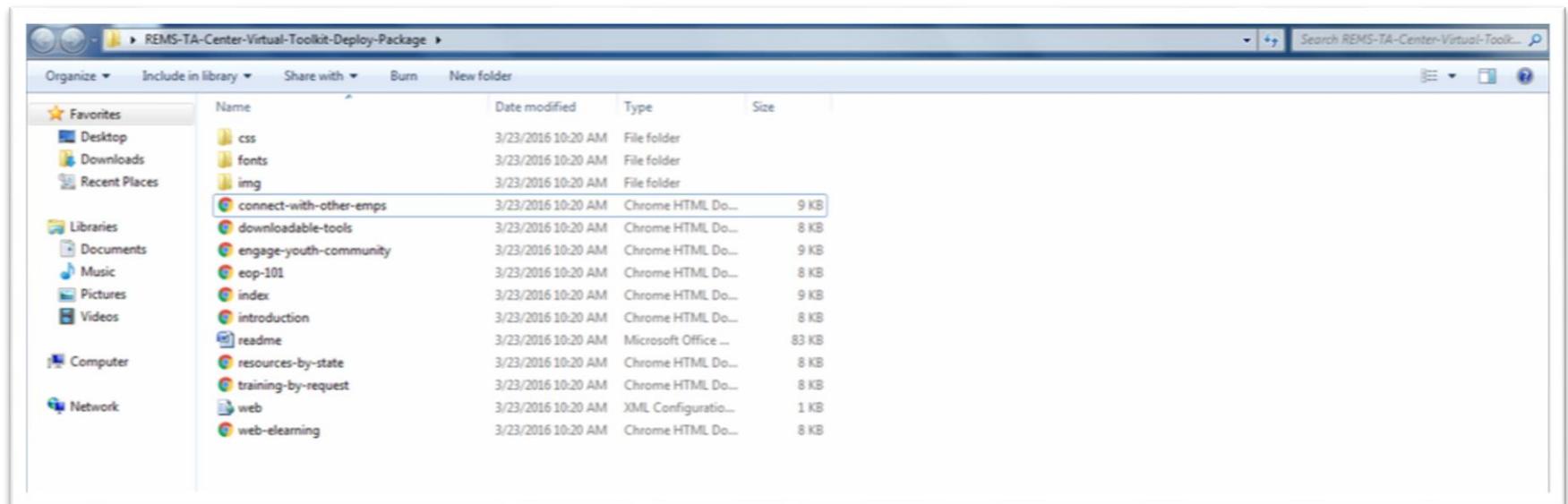
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6. The Toolkit Deploy Package will download and appear on your desktop as a folder. Double-click on the folder to open it. The installation package will include the following files and folders:
 - CSS;
 - Fonts;
 - Images;
 - Readme file;
 - Web configuration file; and
 - A link to each page in the Toolkit.

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7. Add your state or local education agency logo.

Open the HTML files of the Virtual Toolkit. The highlighted section of the code below is the only file you need to change. Make sure the file does not exceed the following dimensions.

Height: 80px

Width: 200 px

Note: The HTML files use the hosted CSS and JavaScripts hosted on either the main hosting site or CDN. **DO NOT CHANGE ANYTHING OUTSIDE OF THE FOLLOWING CODE! Please do not change the font face styles.**

```
<!-- ***** PLEASE ADD YOUR LOGO HERE. THIS IS THE ONLY AREA YOU MAY EDIT. PLEASE DO NOT  
MODIFY ANY CODE ABOVE THIS COMMENT ***** -->  
<div class="logo-img"> </div>
```

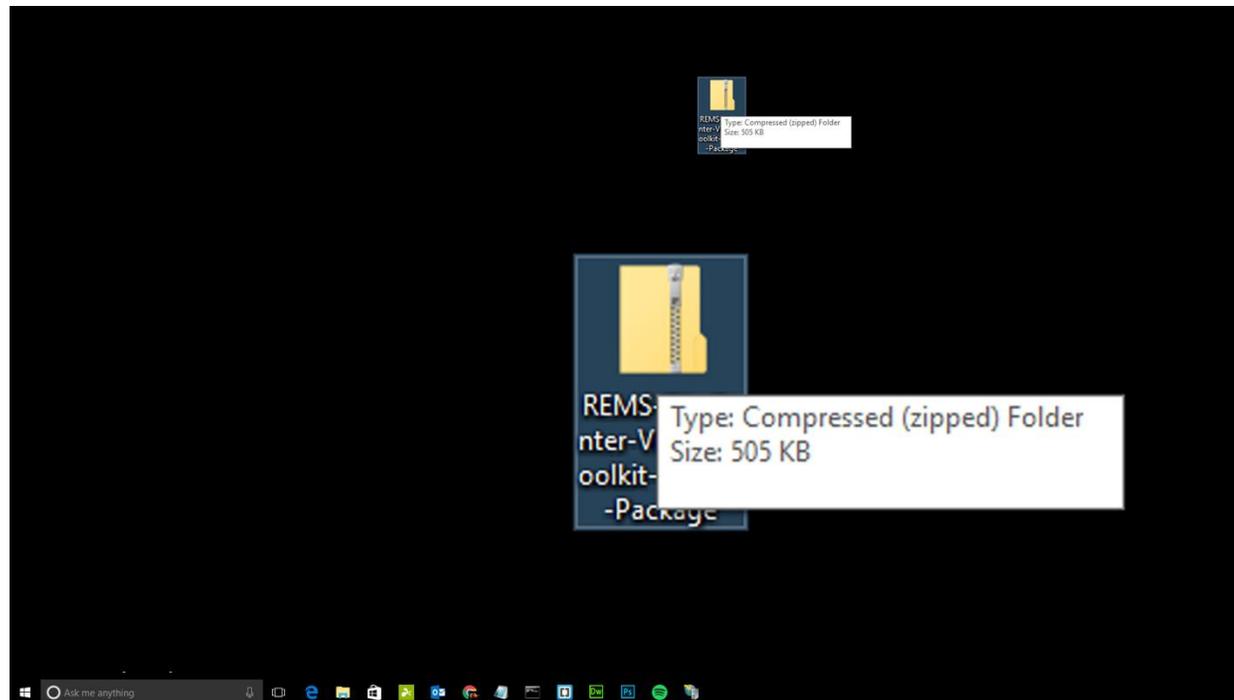
```
<!-- ***** PLEASE DO NOT MODIFY ANY CODE BELOW THIS COMMENT  
***** -->
```

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Network/Server Installation

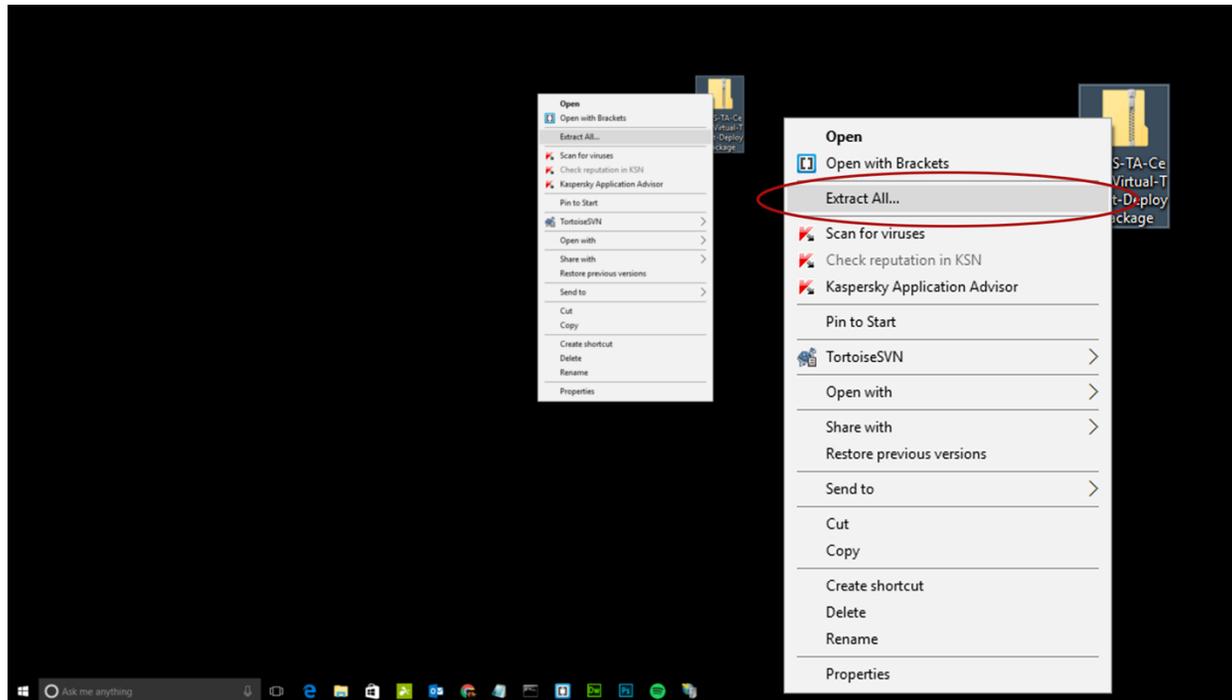
1. Select your REMS-TA-Center-Virtual-Toolkit-Deploy-Package.



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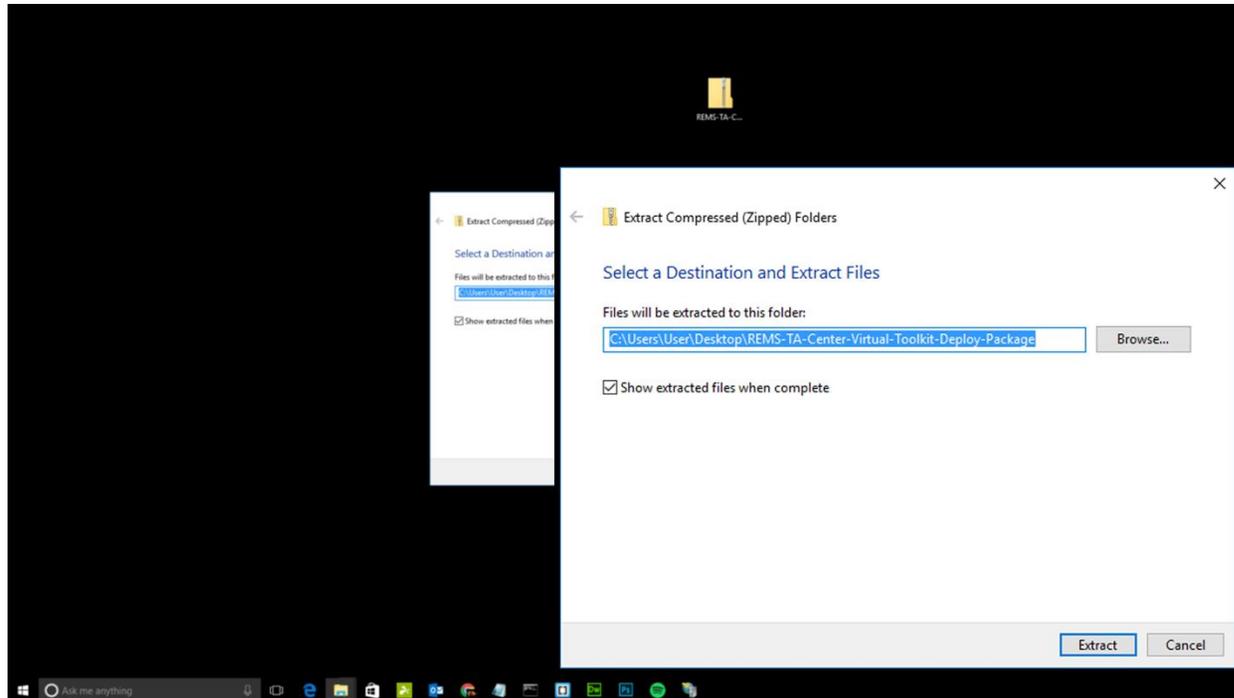
2. Right-click and select "Extract All."



3. Select the destination and extract the files to your desktop.

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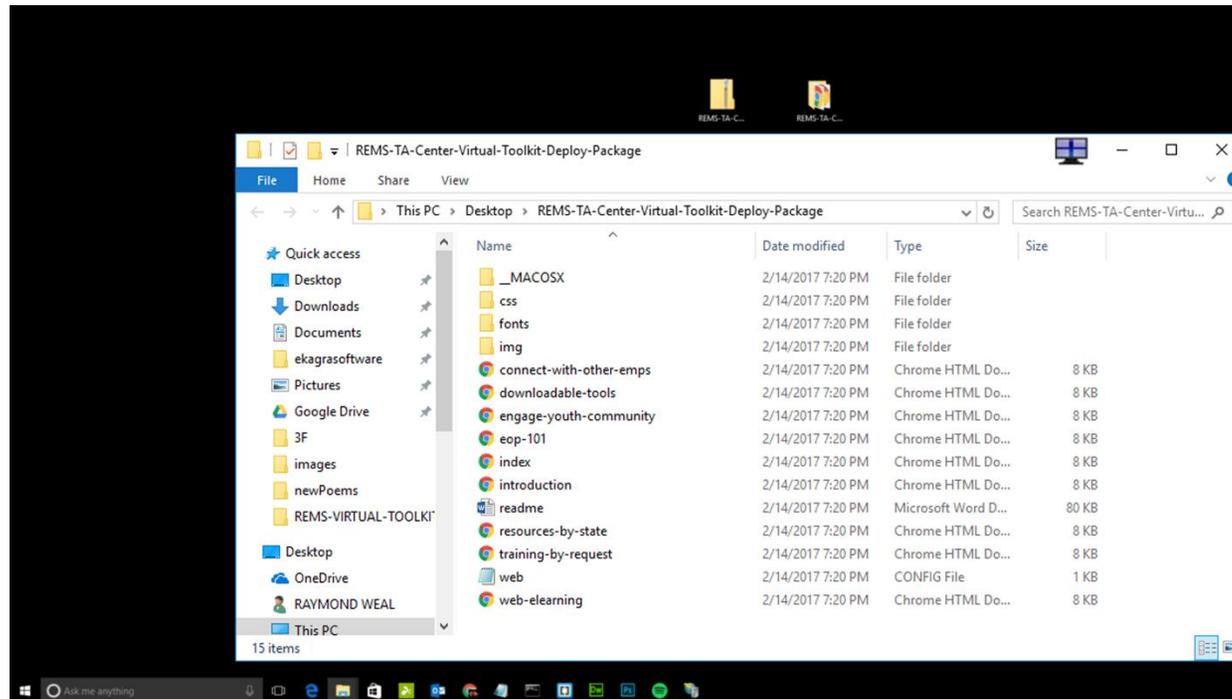
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4. Review the files that you have just extracted. **Remove the “web.config” file from the folder and place on your desktop for later.**

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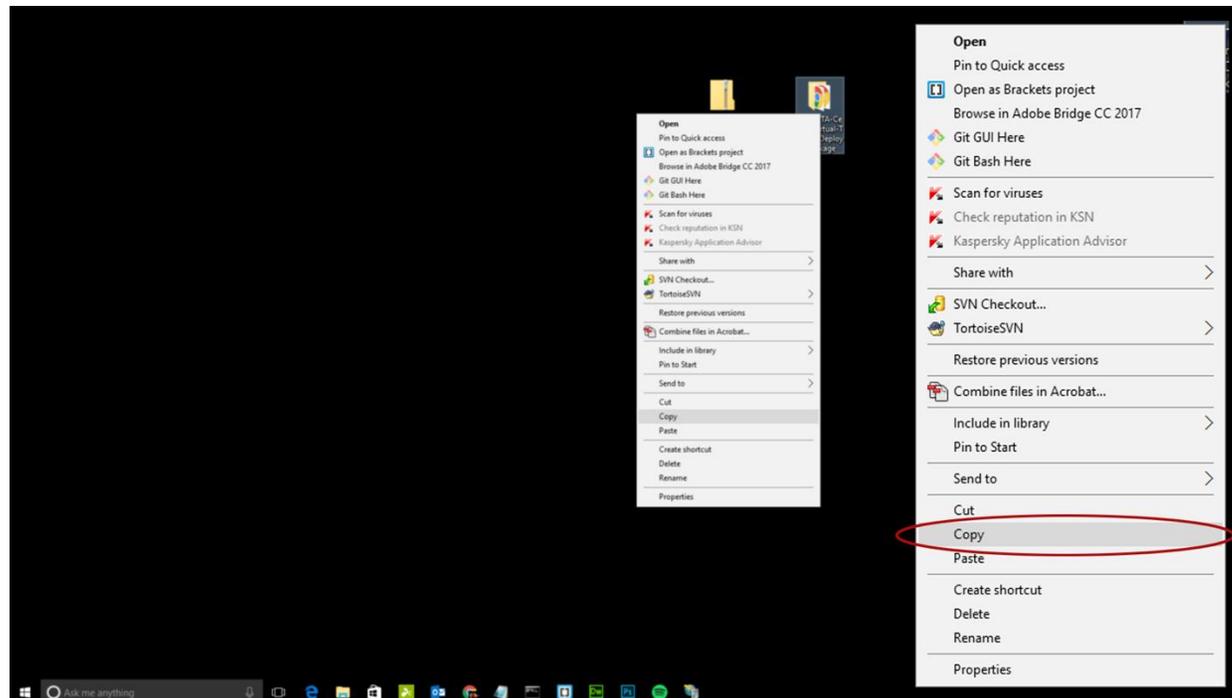
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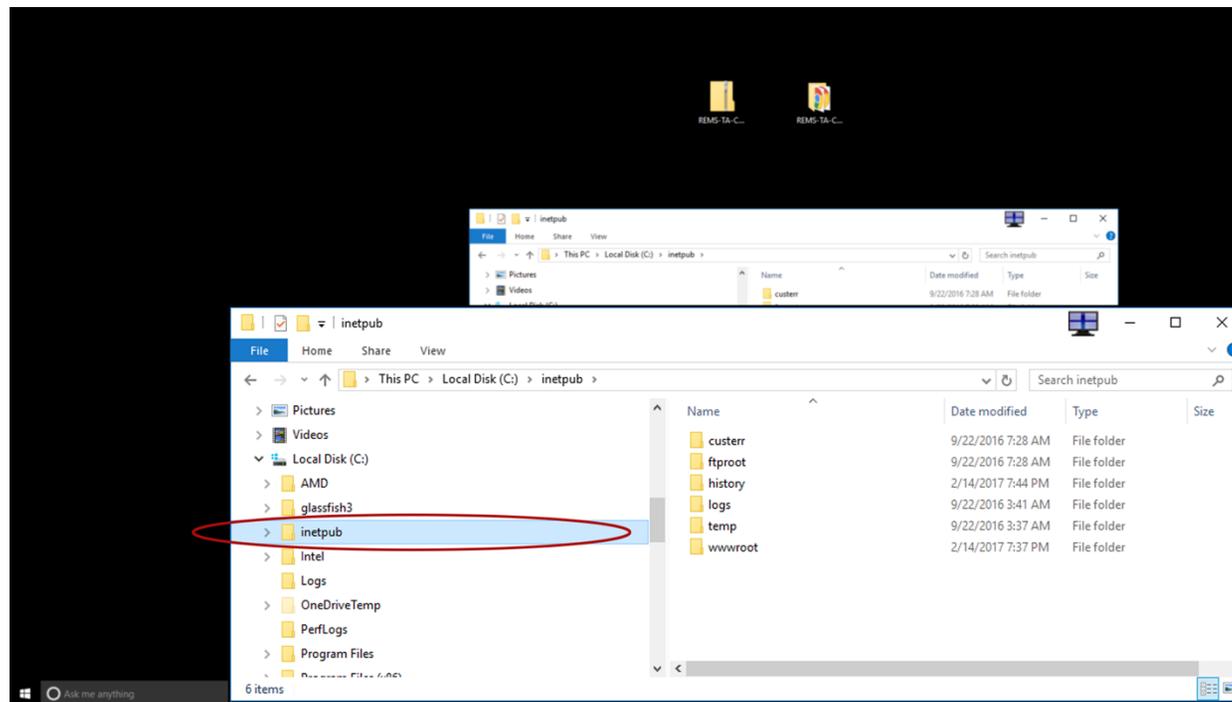
5. Right-click on your newly extracted REMS-TA-Center-Virtual-Toolkit-Deploy-Package folder and select “Copy.”



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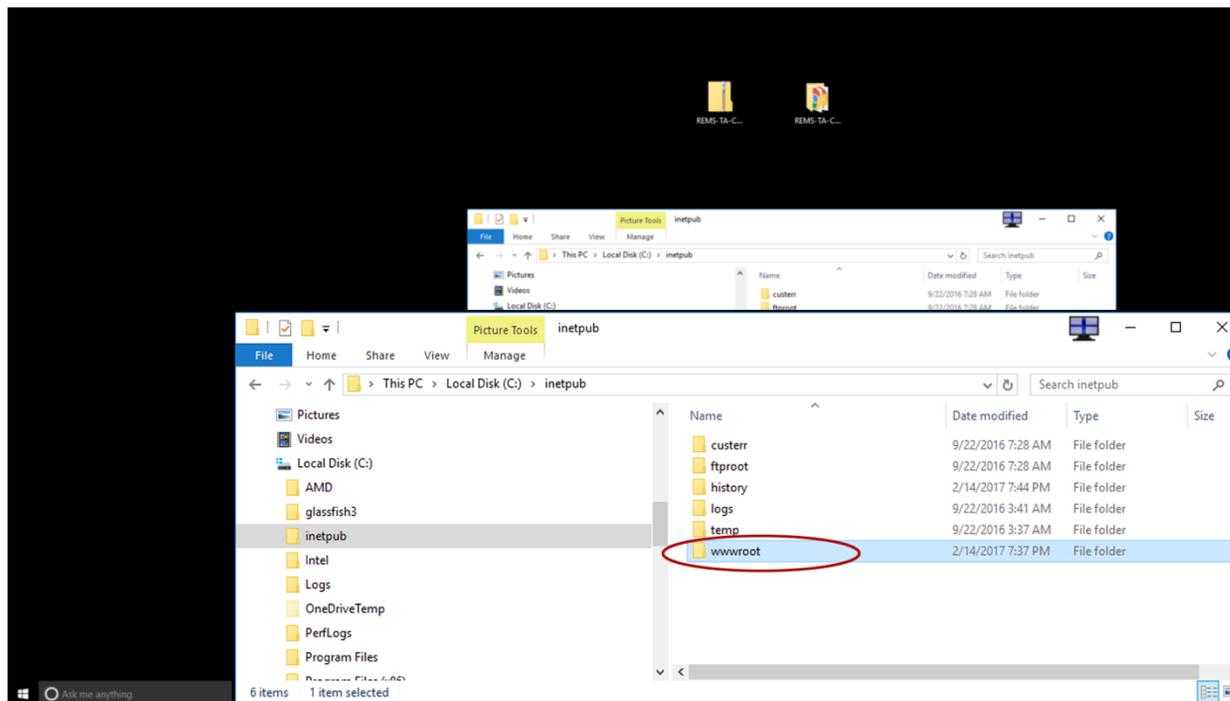
6. Browse for the “inetpub” folder located within the Local Disk (C:) drive.



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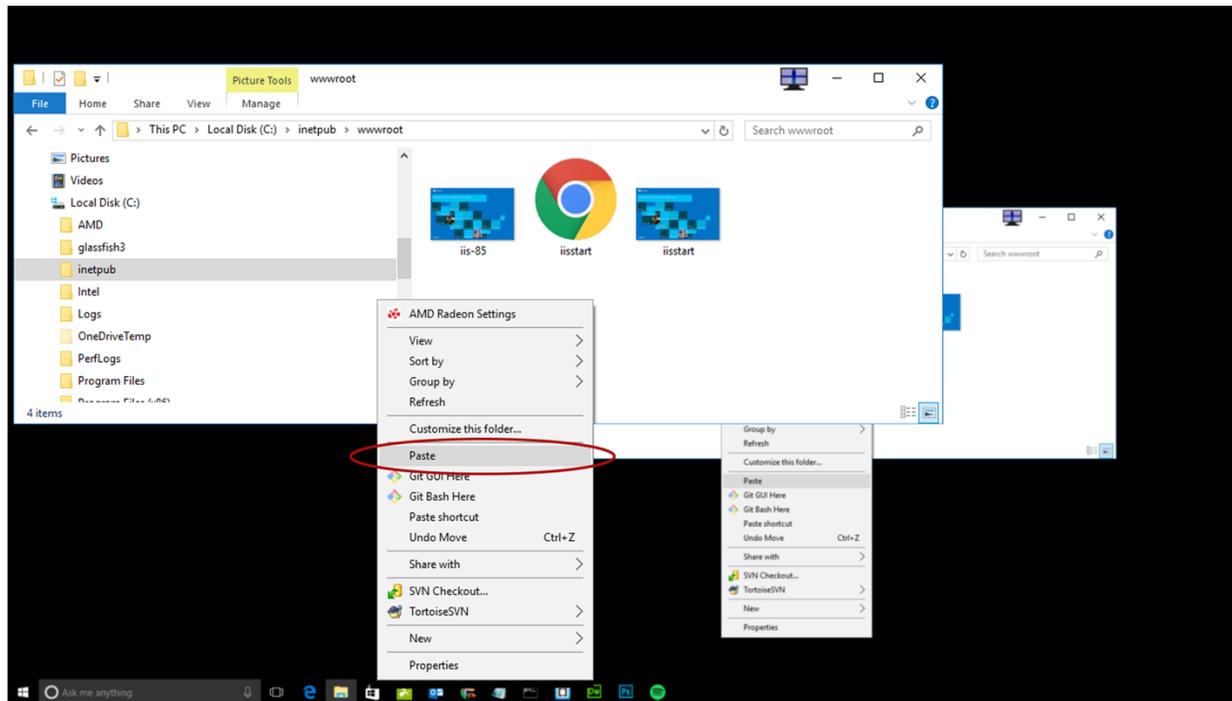
7. Select the “wwwroot” folder within the “inetpub” folder.



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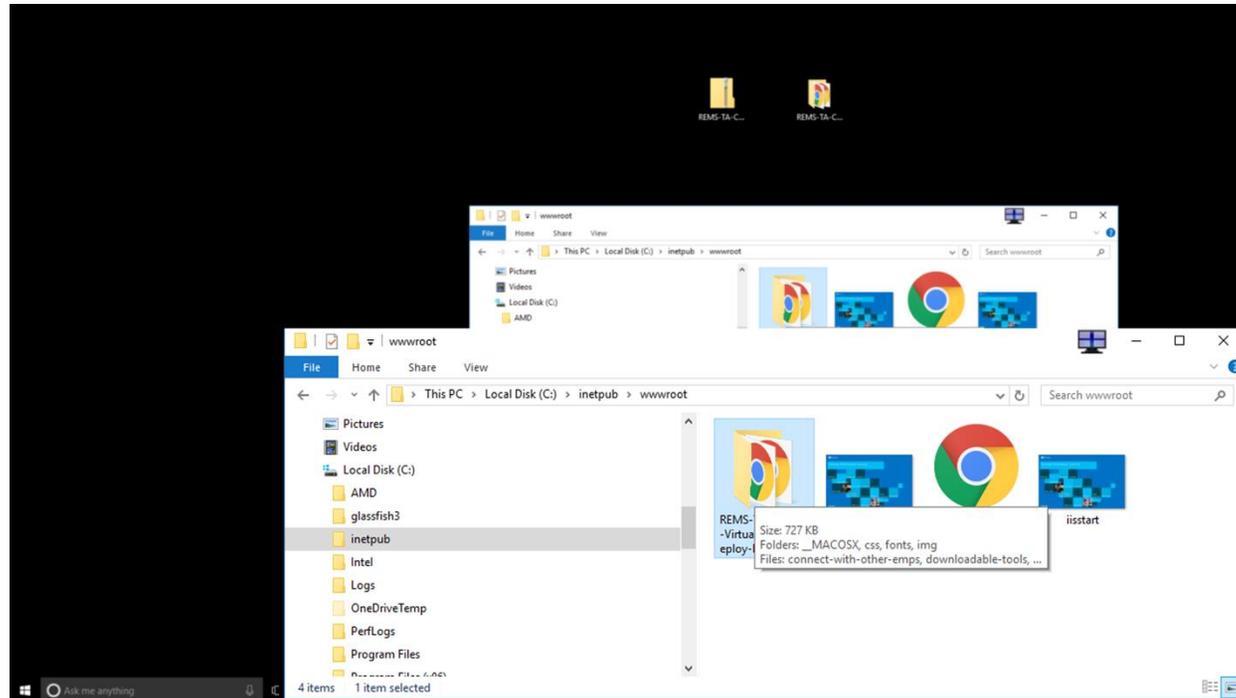
8. Paste the REMS-TA-Center-Virtual-Toolkit-Deploy-Package folder.



9. The REMS-TA-Center-Virtual-Toolkit-Deploy-Package folder is now within the “wwwroot” folder.

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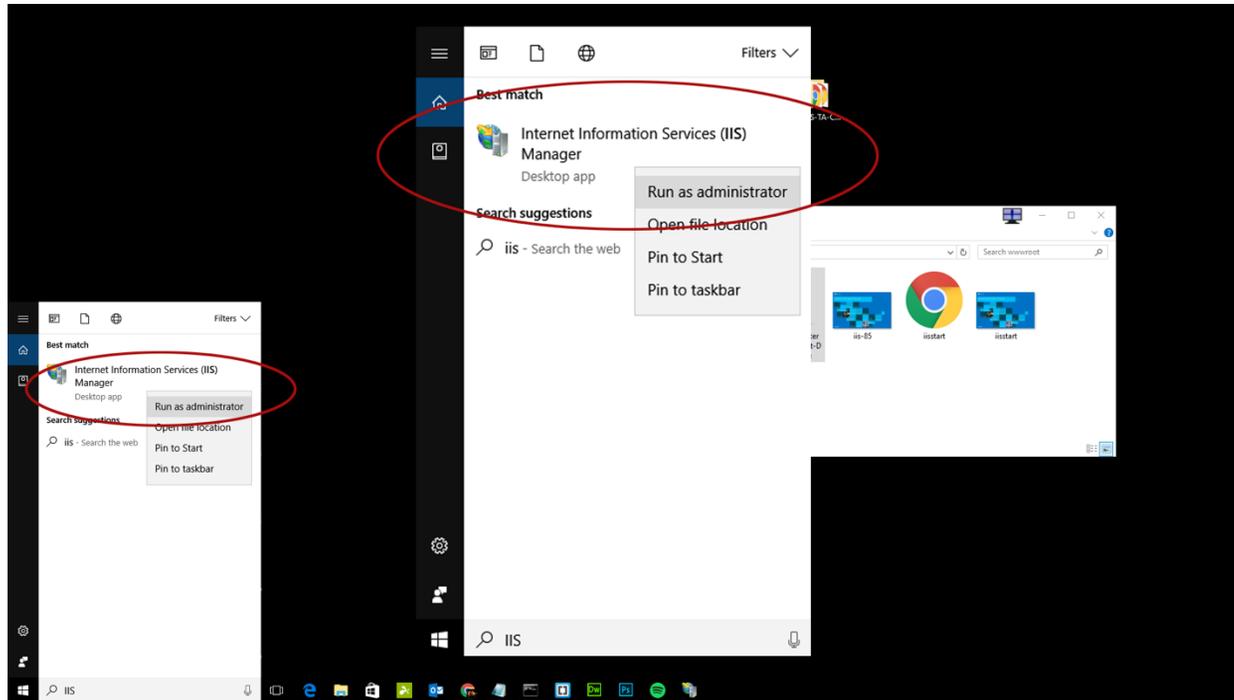
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10. Navigate to the Internet Information Services (IIS) Manager by clicking Start, point to Settings, and then click Control Panel. Double-click Administrative Tools, and then double-click Internet Services Manager. Right-click and then select Run as Administrator.

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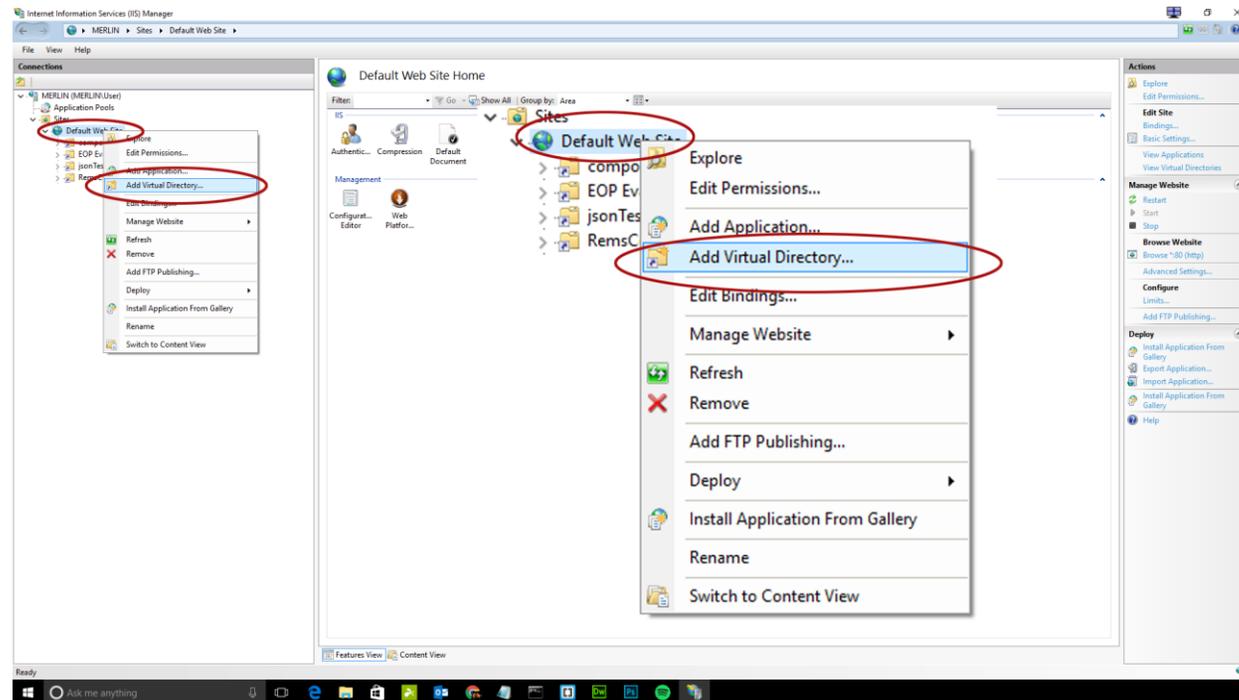
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11. Right-click “Default Web Site” and select “Add Virtual Directory.” If you are currently hosting your Website under the “Default Web Site,” add the new “Virtual Directory” within your site.

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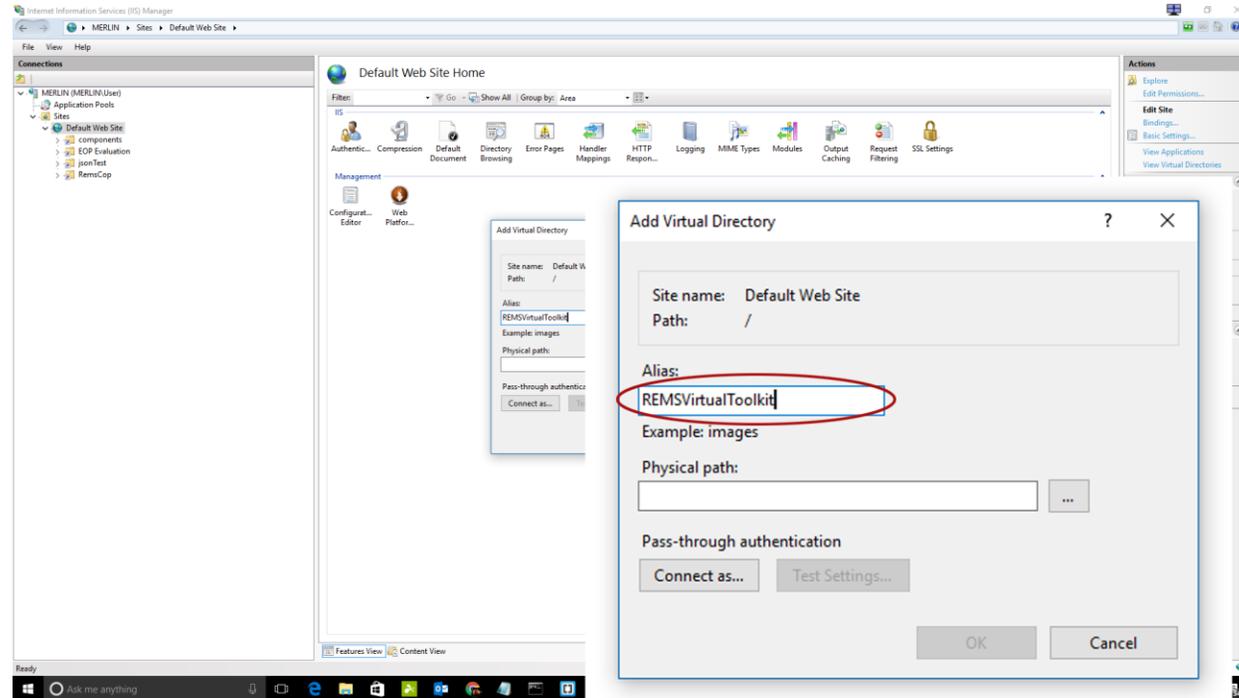
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12. Type “REMSVirtualToolkit” into the “Alias” text box. (Note: You can actually name this as you wish, but it cannot be left blank.)

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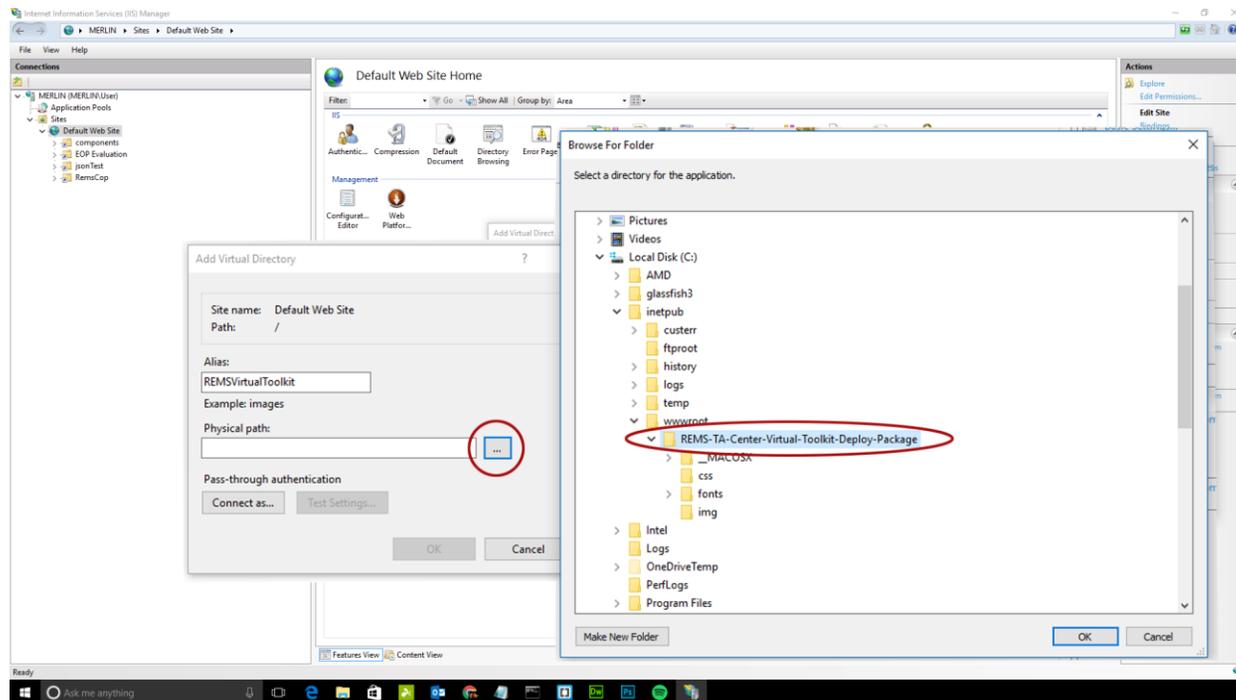
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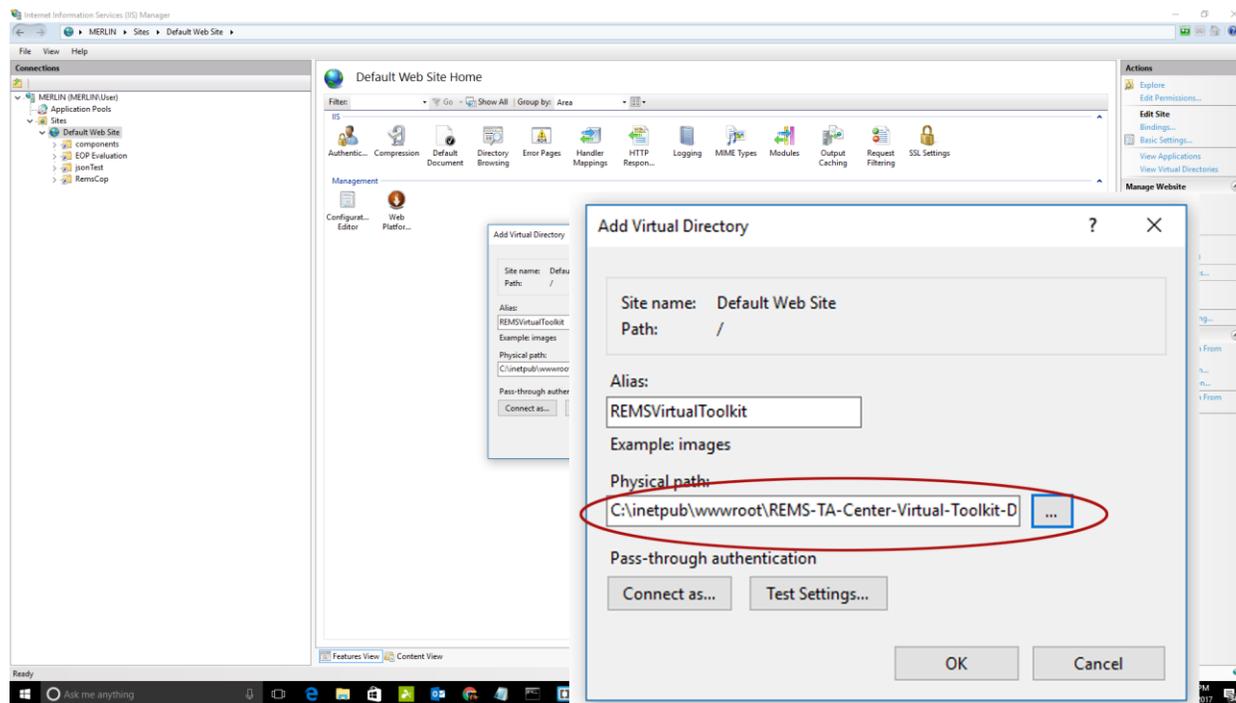
13. Select the “Physical path” button and browse for the REMS-TA-Center-Virtual-Toolkit-Deploy-Package folder located within the “wwwroot” folder. Then select the “OK” button.



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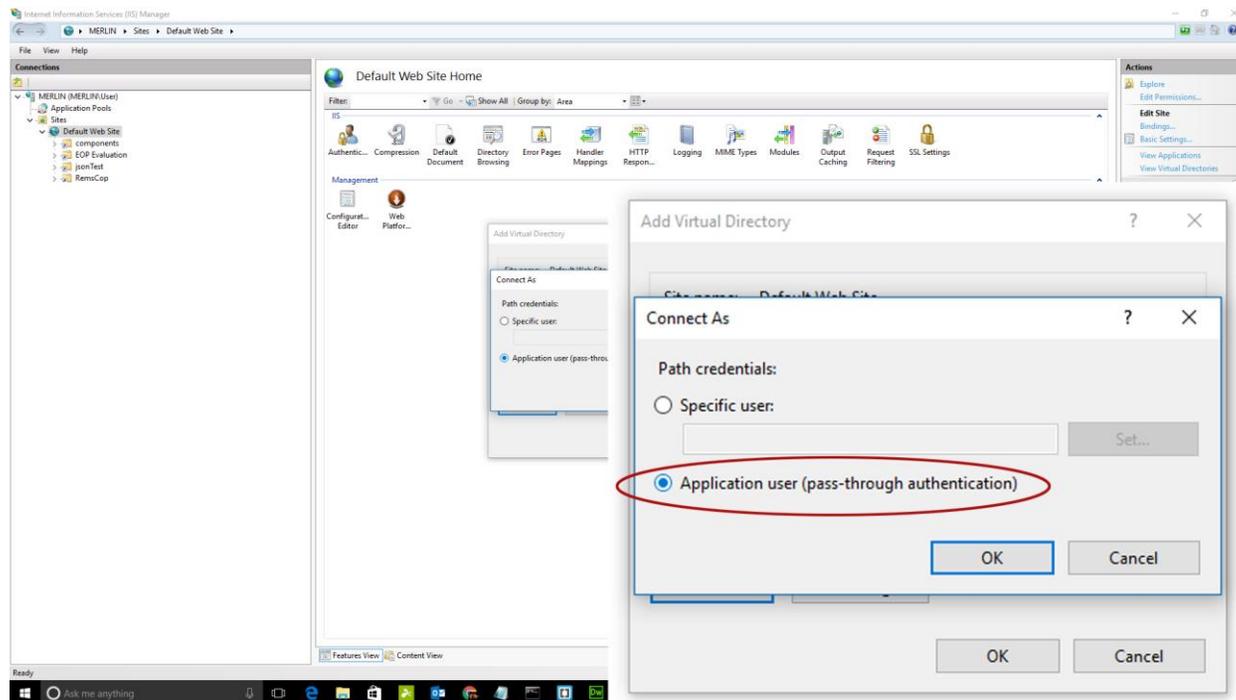
14. Check to ensure the Physical path is correct.



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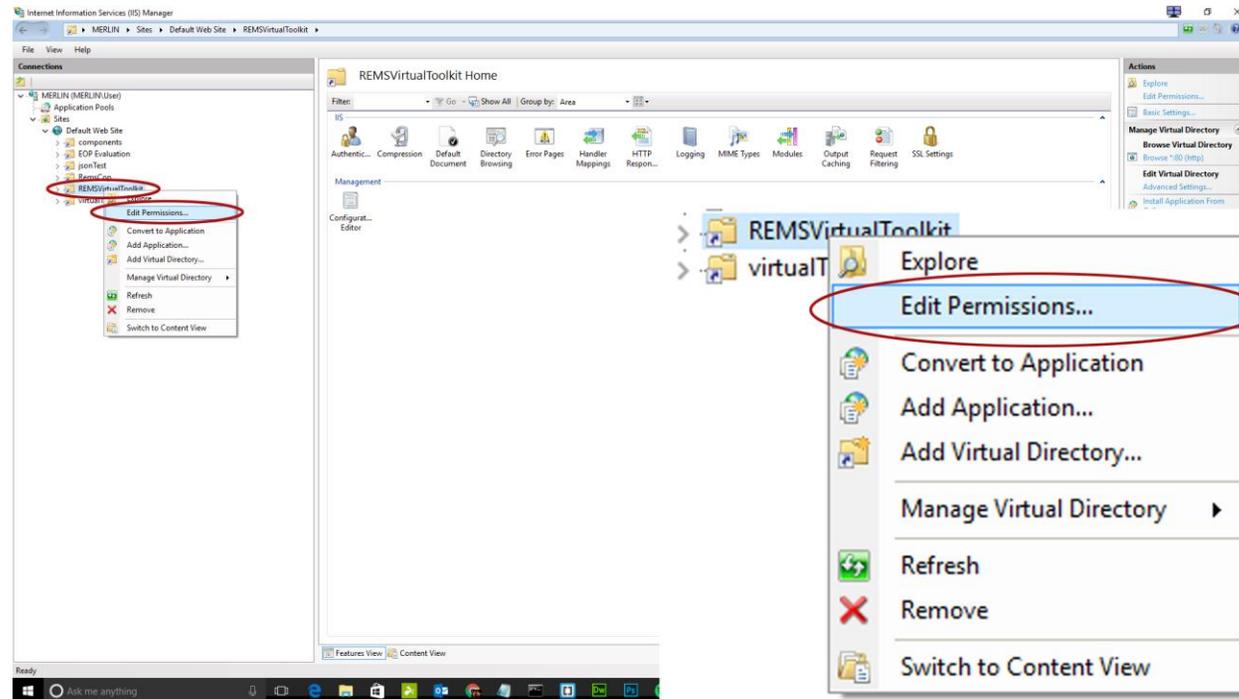
15. Select the “Connect As” button. Ensure that the “Application user (pass-through authentication)” radio button is selected, then select the “OK” button.



16. Right-click the newly created directory and select “Edit Permissions.”

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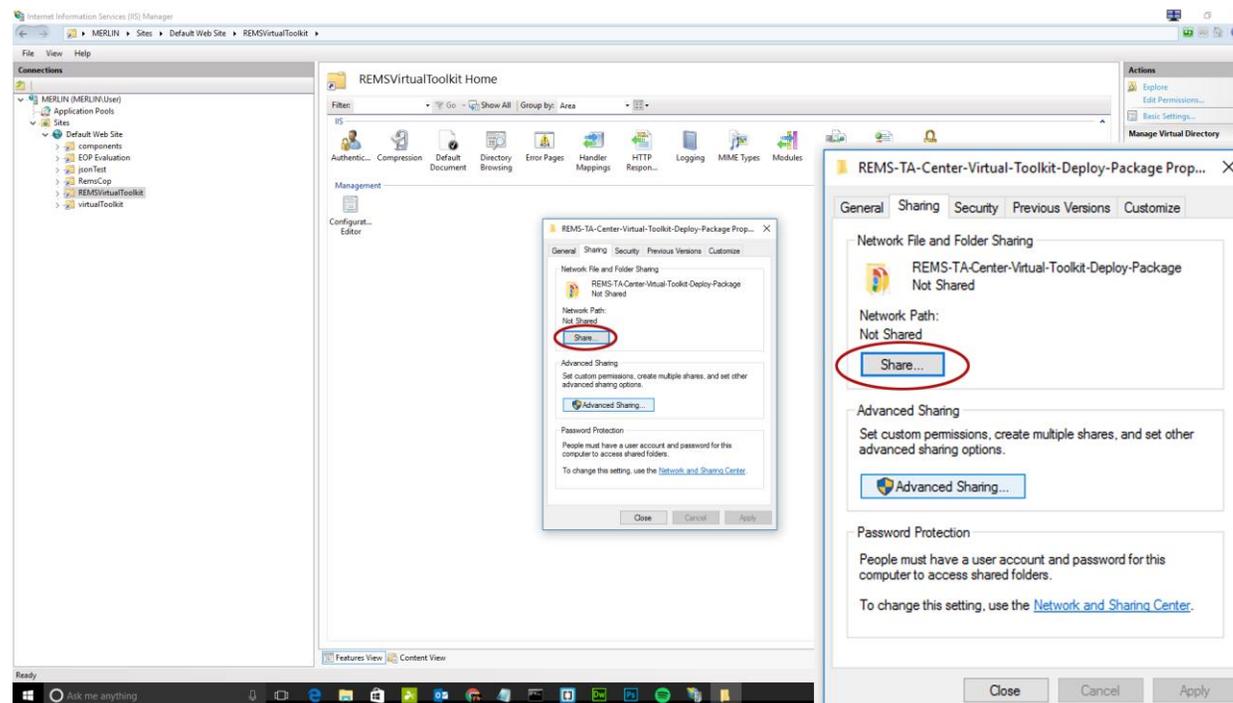
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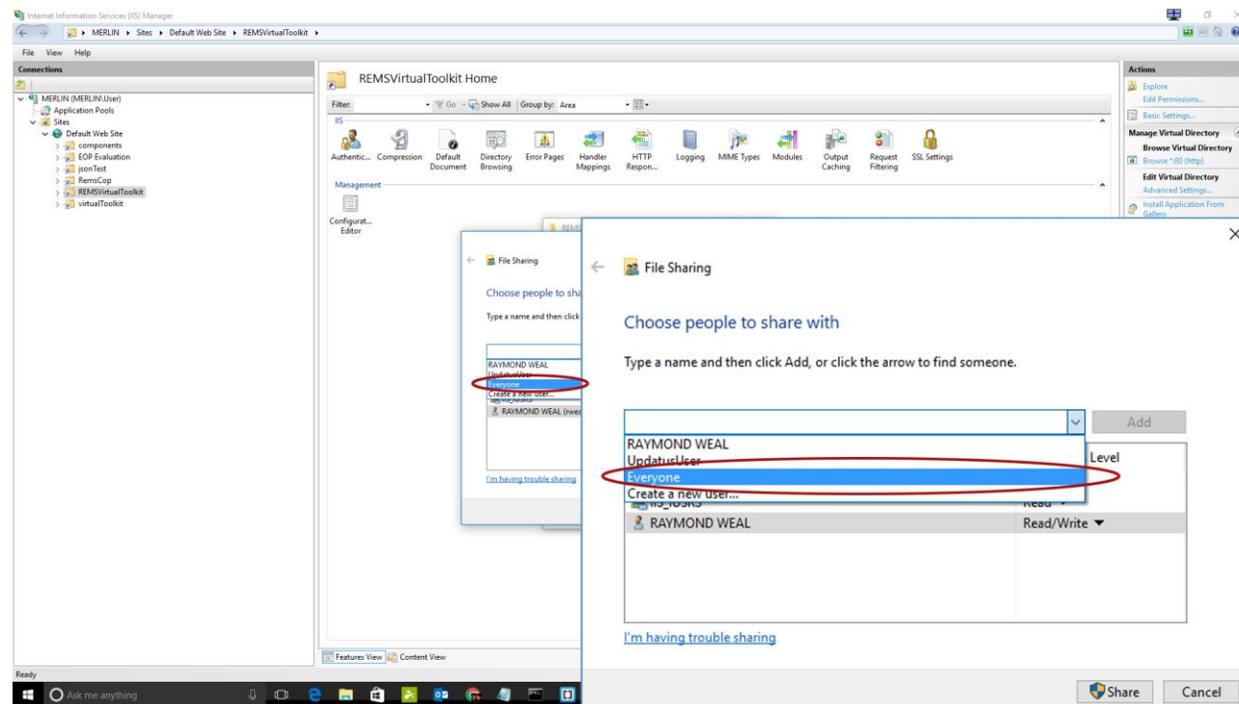
17. Select the “Sharing” tab. Then select the “Share” button.



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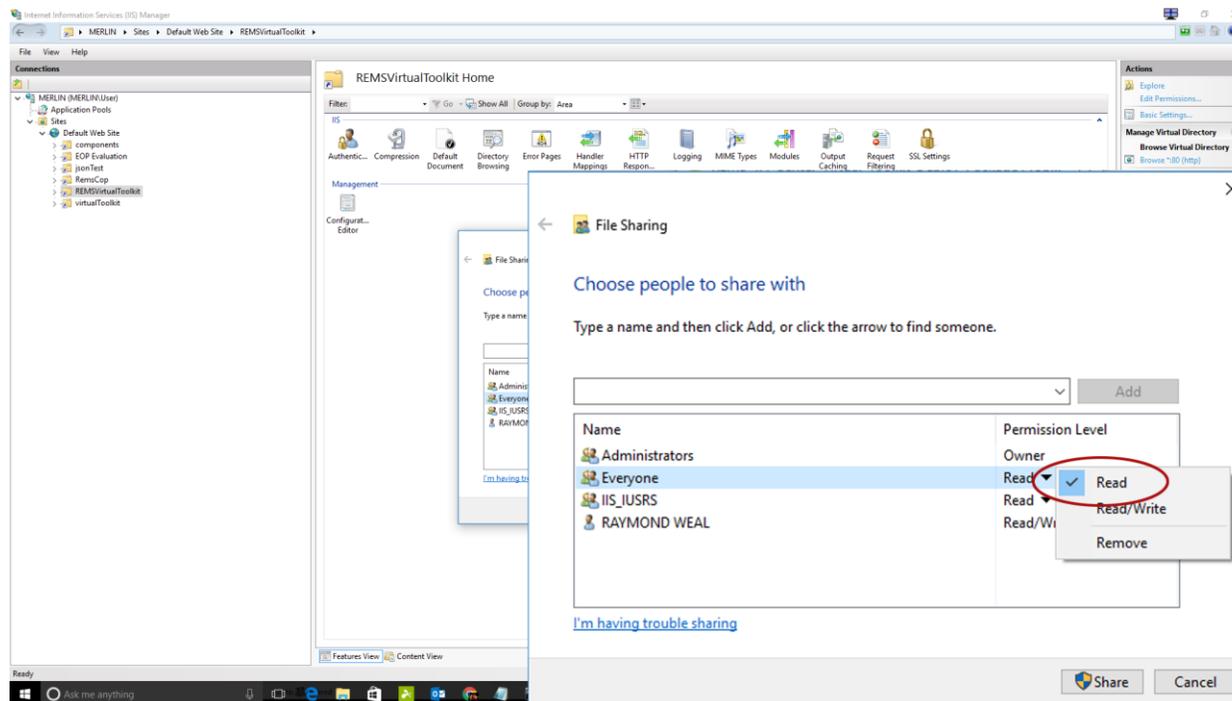
18. Select “Everyone” from the drop-down select box. Then select the “Share” button to close.



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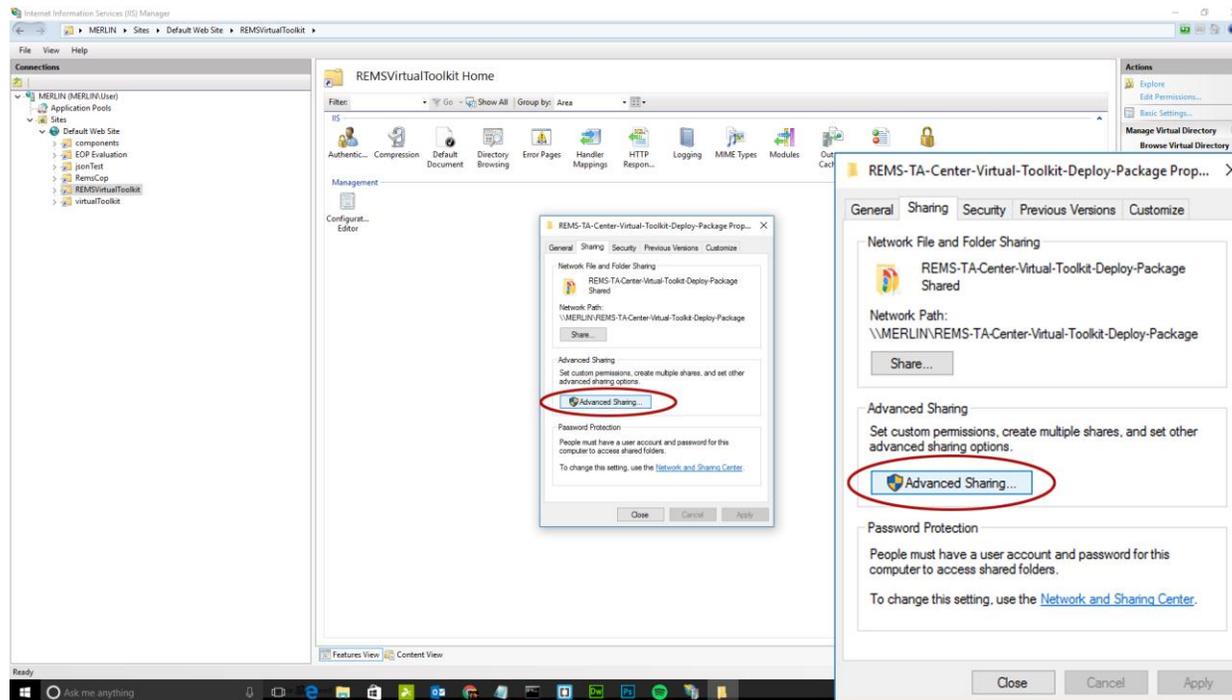
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19. Ensure that the “Read” selection is checked.



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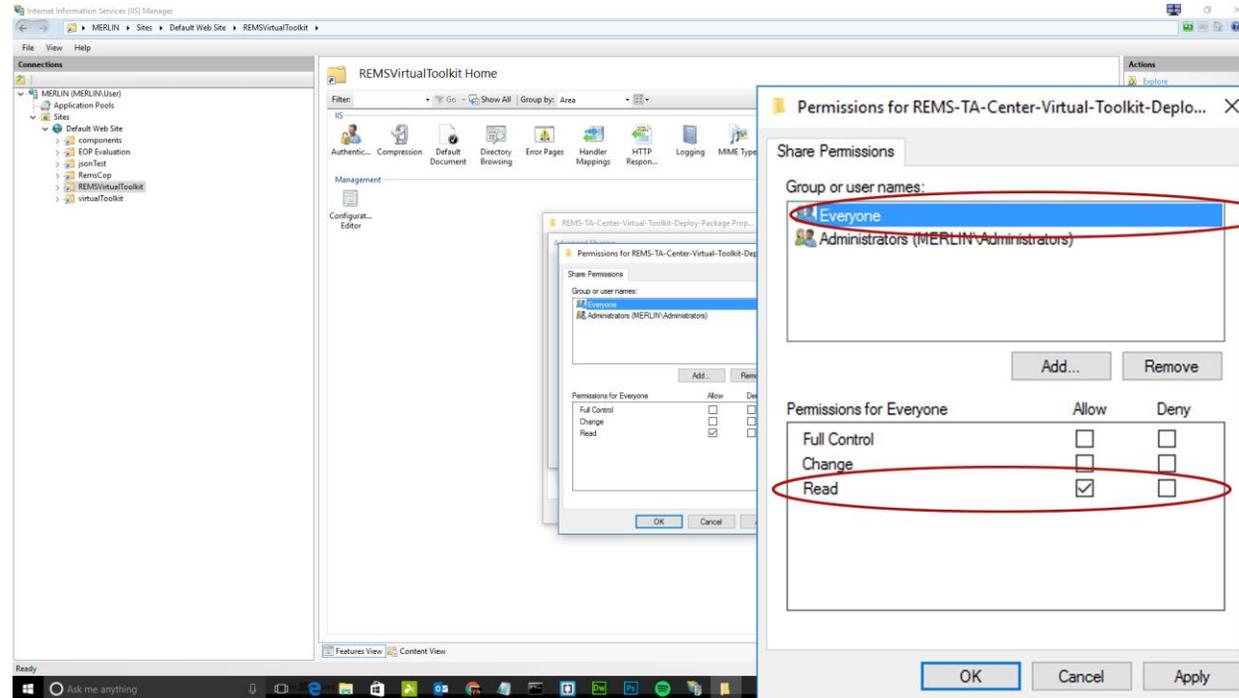
20. Select the “Advanced Sharing” button.



21. Select the “Everyone” block within the “Group or user names” section. Ensure that only the “Read” checkbox is checked “Allow” in the “Permissions for Everyone” section. If the other checkboxes for “Full Control” and “Change” are unchecked, then select the “OK” button.

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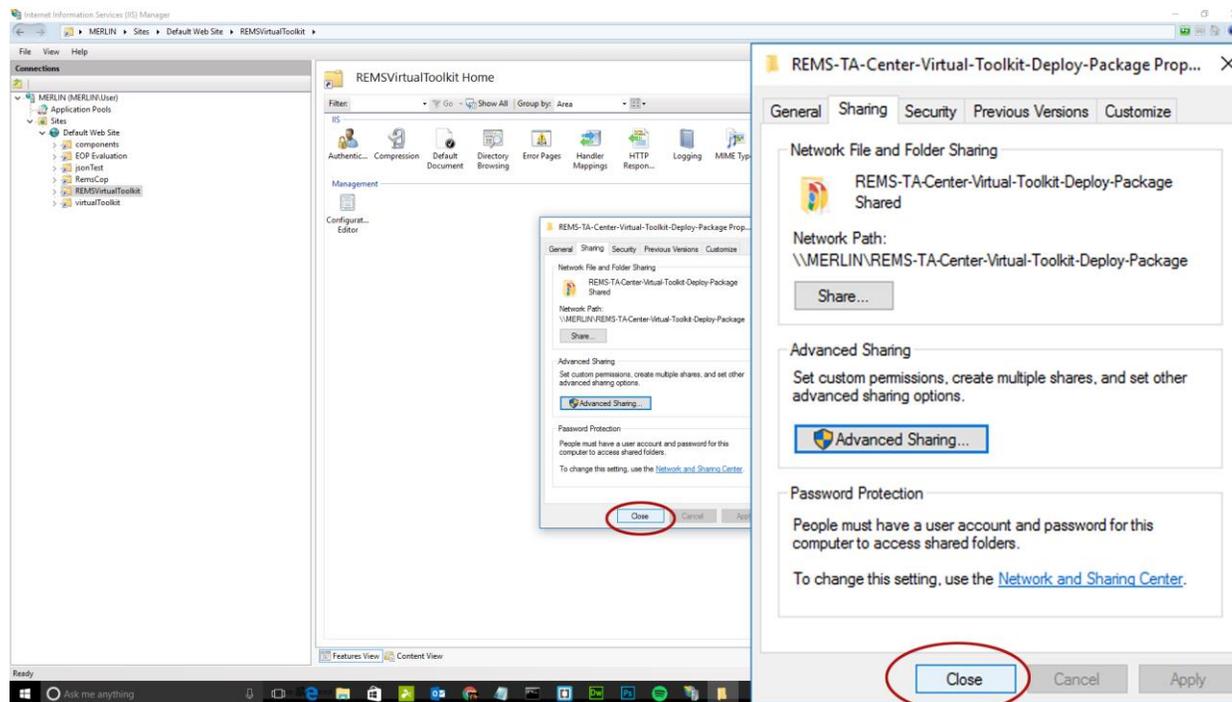
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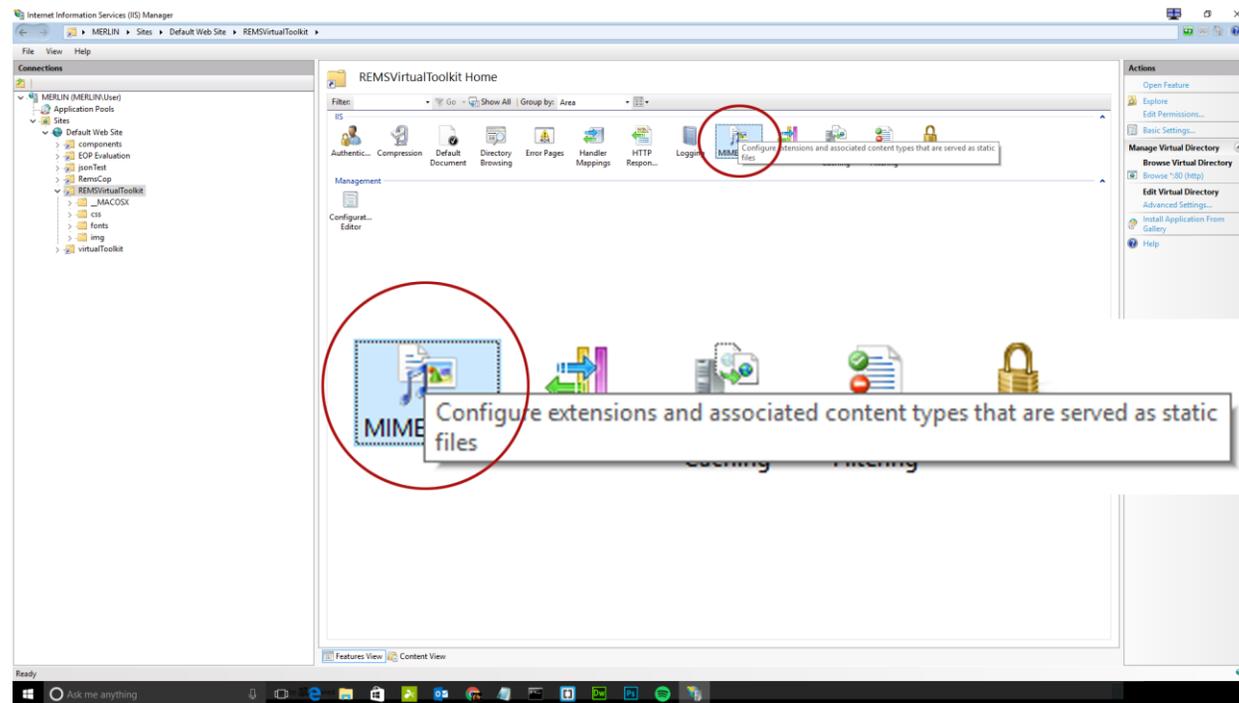
22. Select the “Close” button.



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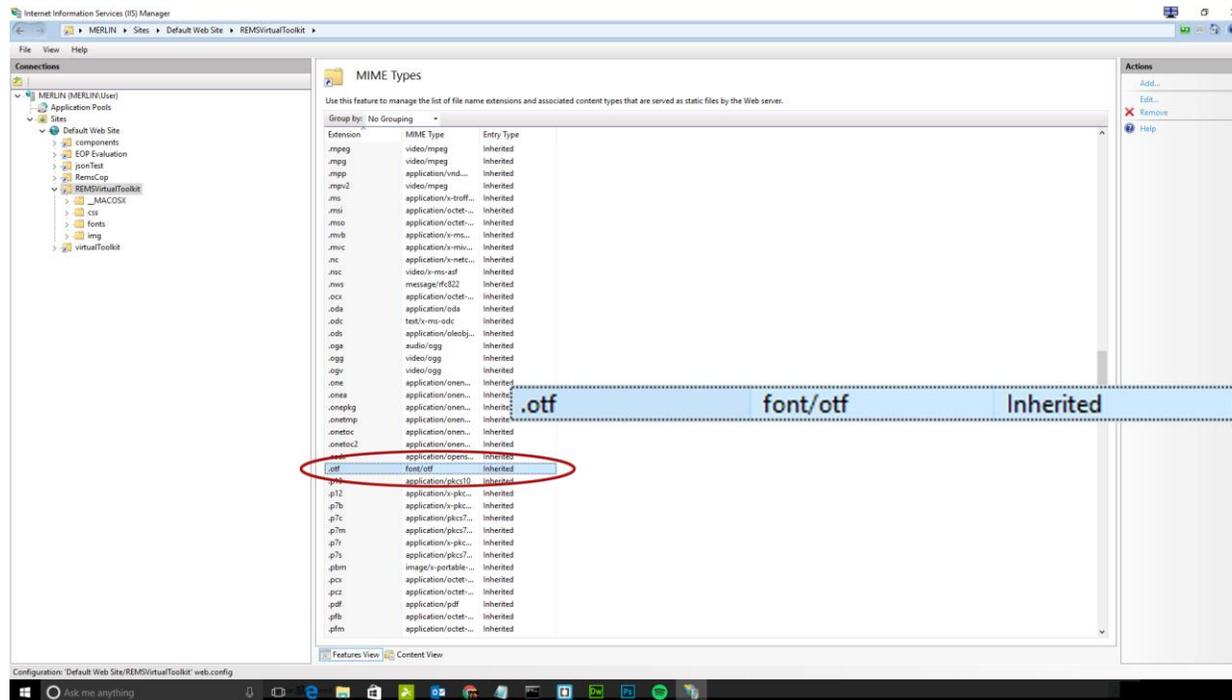
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23. Select the “MIME Types” icon in the “Features View.”



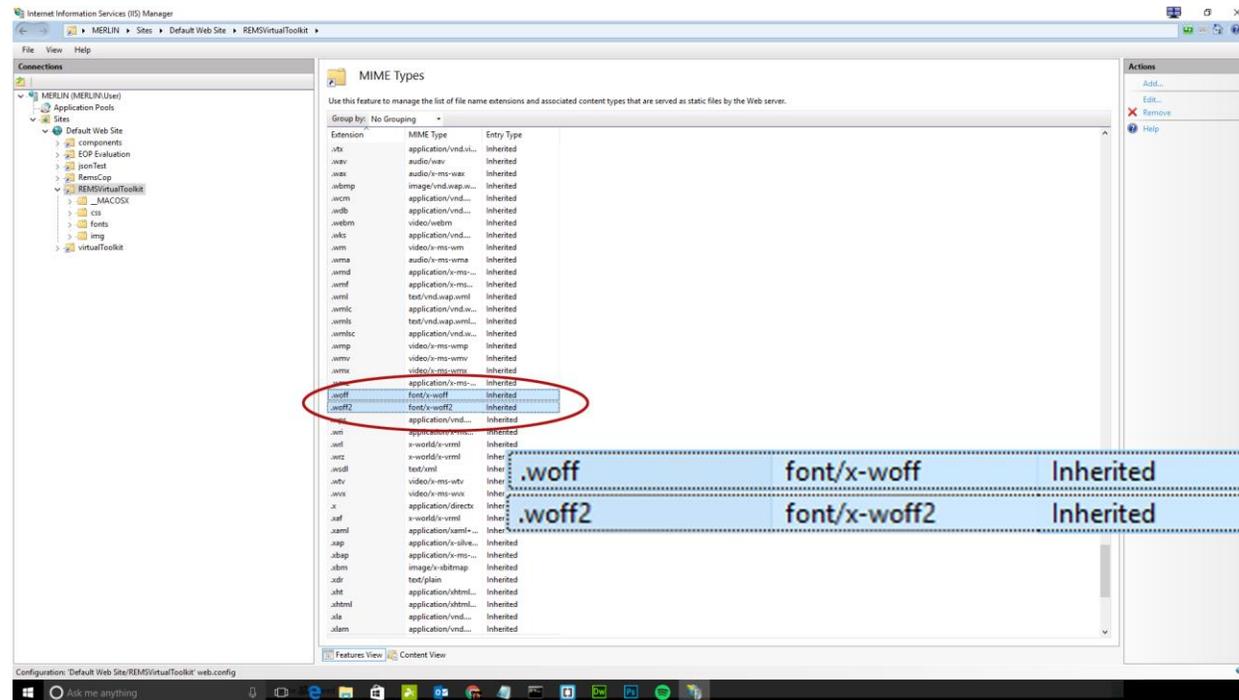
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24. Look for the “.otf” MIME Type.



25. Look for the “.woff” and “.woff2” MIME Types.

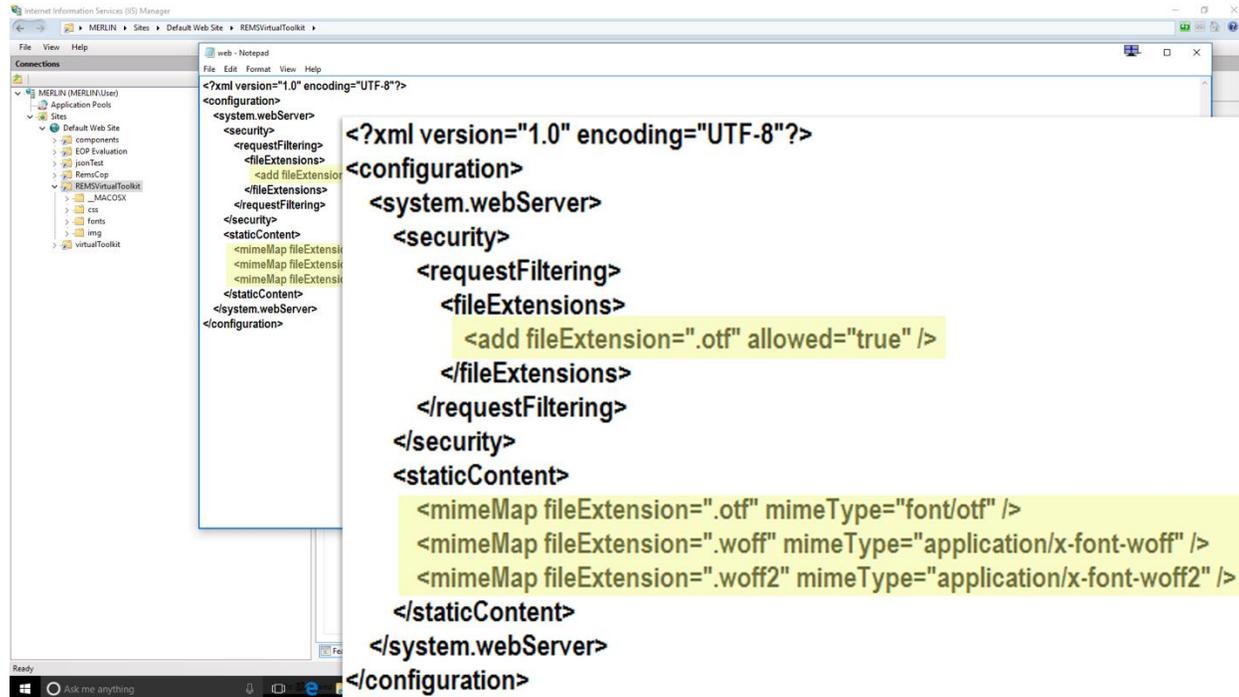
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26. If “.otf,” “.woff,” and “.woff2” MIME Types are not located within the “MIME Types” list, add the “web.config” file located on your desktop to REMS-TA-Center-Virtual-Toolkit-Deploy-Package site folder located within the “wwwroot” folder.

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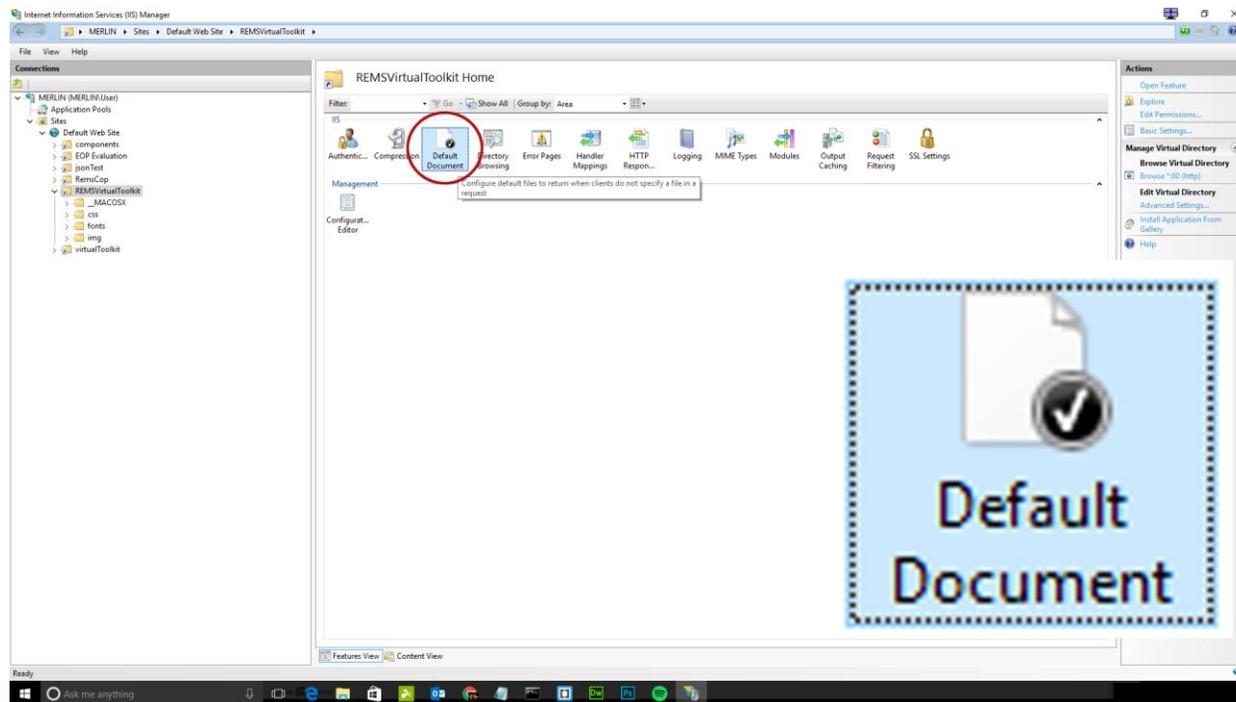
```
<?xml version="1.0" encoding="UTF-8"?>
<configuration>
  <system.webServer>
    <security>
      <requestFiltering>
        <fileExtension>
          <add fileExtension=".otf" allowed="true" />
        </fileExtension>
      </requestFiltering>
    </security>
  </system.webServer>
</configuration>
```

```
<?xml version="1.0" encoding="UTF-8"?>
<configuration>
  <system.webServer>
    <security>
      <requestFiltering>
        <fileExtensions>
          <add fileExtension=".otf" allowed="true" />
        </fileExtensions>
      </requestFiltering>
    </security>
    <staticContent>
      <mimeTypeMap fileExtension=".otf" mimeType="font/otf" />
      <mimeTypeMap fileExtension=".woff" mimeType="application/x-font-woff" />
      <mimeTypeMap fileExtension=".woff2" mimeType="application/x-font-woff2" />
    </staticContent>
  </system.webServer>
</configuration>
```

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27. Select the “Default Document” icon in the “Features View.”



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28. Select the “index.html” block under “Default Document.” In the “Actions” section, click the “Move Up” link until the index.html is on the top of the list.

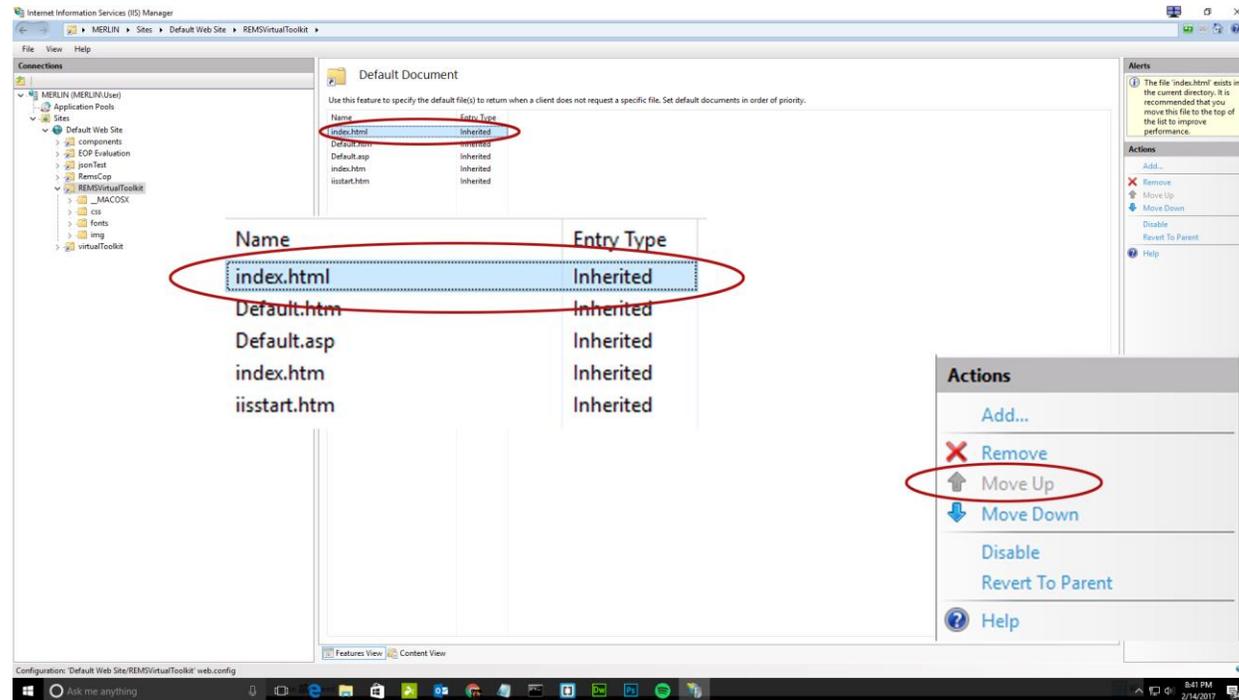
The screenshot shows the Internet Information Services (IIS) Manager interface. The main pane displays the 'Default Document' configuration for the 'REMSVirtualToolkit' site. A table lists the default documents and their entry types:

Name	Entry Type
Default.htm	Inherited
Default.asp	Inherited
index.htm	Inherited
index.html	Inherited
iisstart.htm	Inherited

The 'index.html' row is highlighted with a red oval. In the 'Actions' pane on the right, the 'Move Up' option is also highlighted with a red oval. An alert message is visible in the top right corner, stating: 'The file 'index.html' exists in the current directory. It is recommended that you move this file to the top of the list to improve performance.'

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29. Select the “Browse *:80 (http)” link located on the right “Manage Virtual Directory” section.

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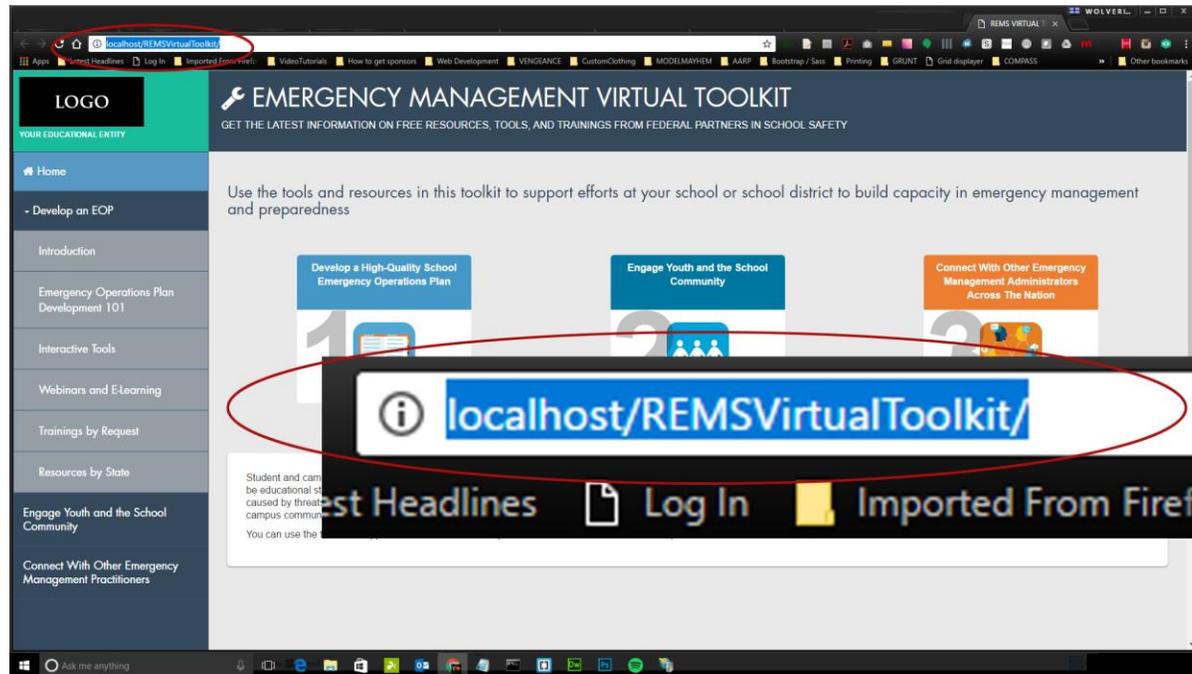
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30. The REMS Virtual Toolkit has been installed on IIS. If you placed your new Virtual Directory within your current hosted site, then open your browser, type in your Website's URL and append /REMSVirtualToolkit/ to the end of the URL. Please browse through the site to ensure that there are no broken images, styles, links, etc. The styles and site images (except the logo) are handled through the Data Scraping and CDN (Content Delivery Network). Please browse through to ensure that everything including your logo is displaying. If you see a red "x" where an image should be, please refresh the page.

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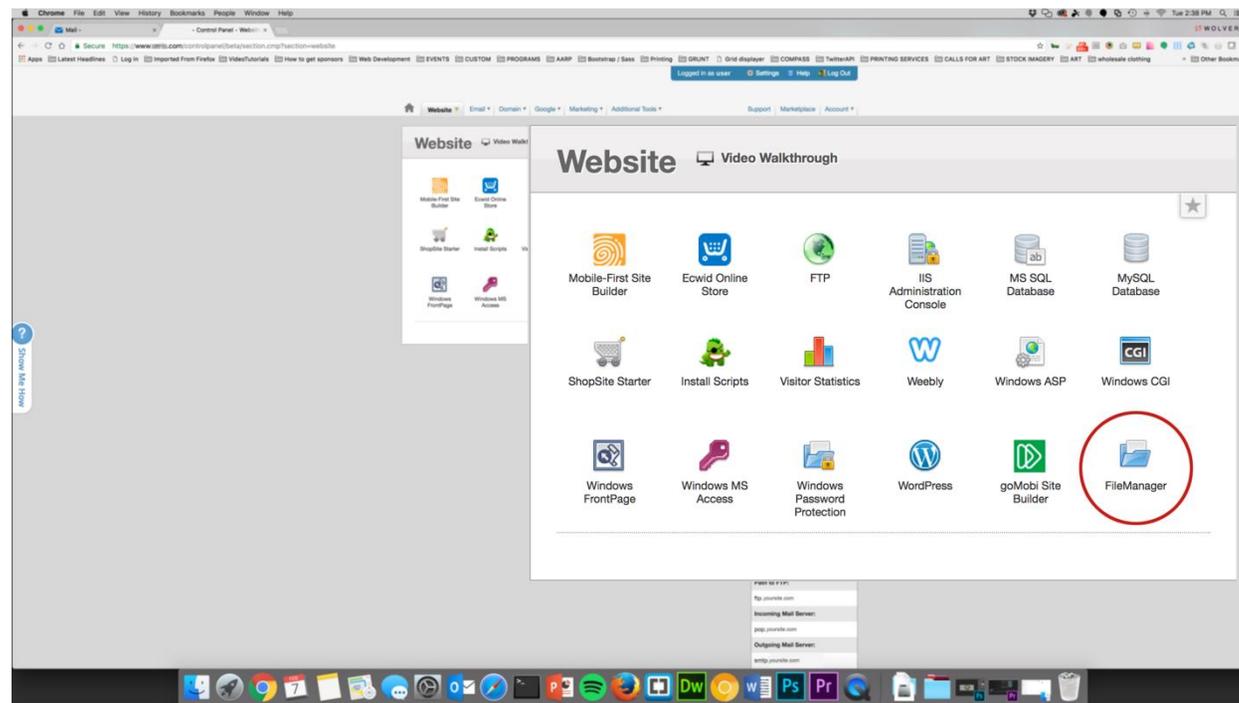
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That is all for network IIS installation. If you have further questions regarding the Virtual Toolkit installation, please contact info@remstacenter.org.

Third-Party Server Installation

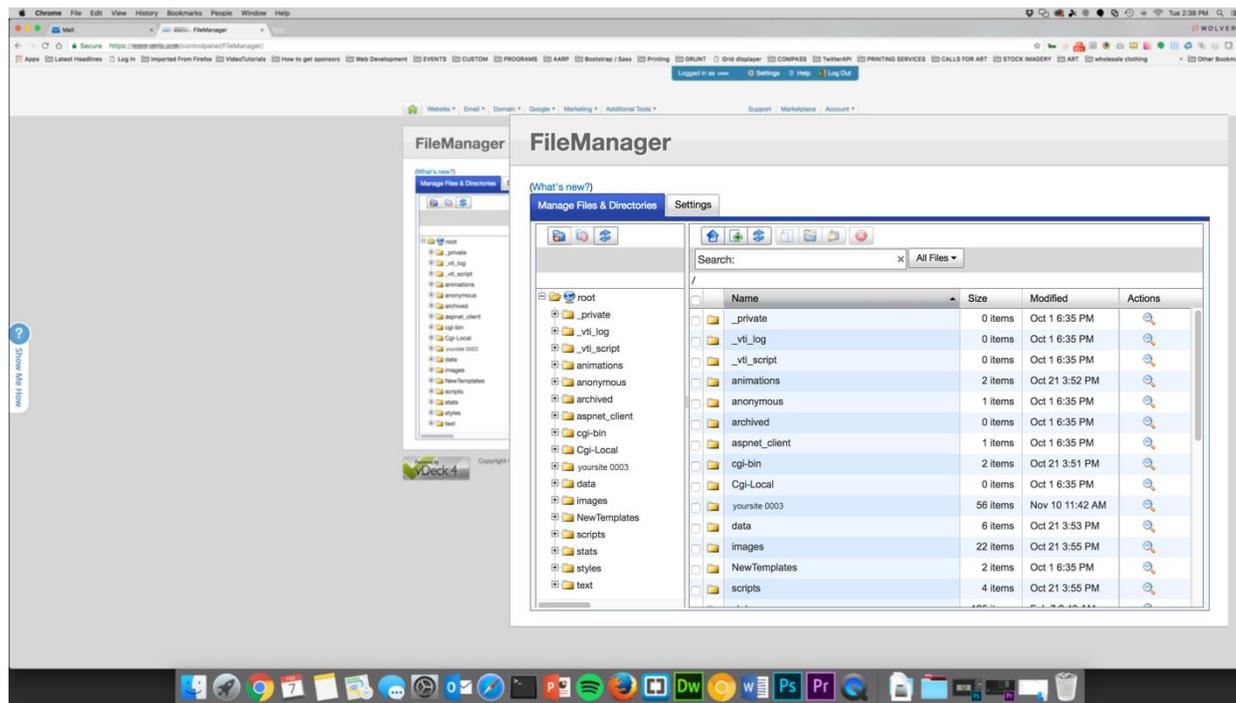
1. Go to your Web host's CPANEL and select the File Manager.



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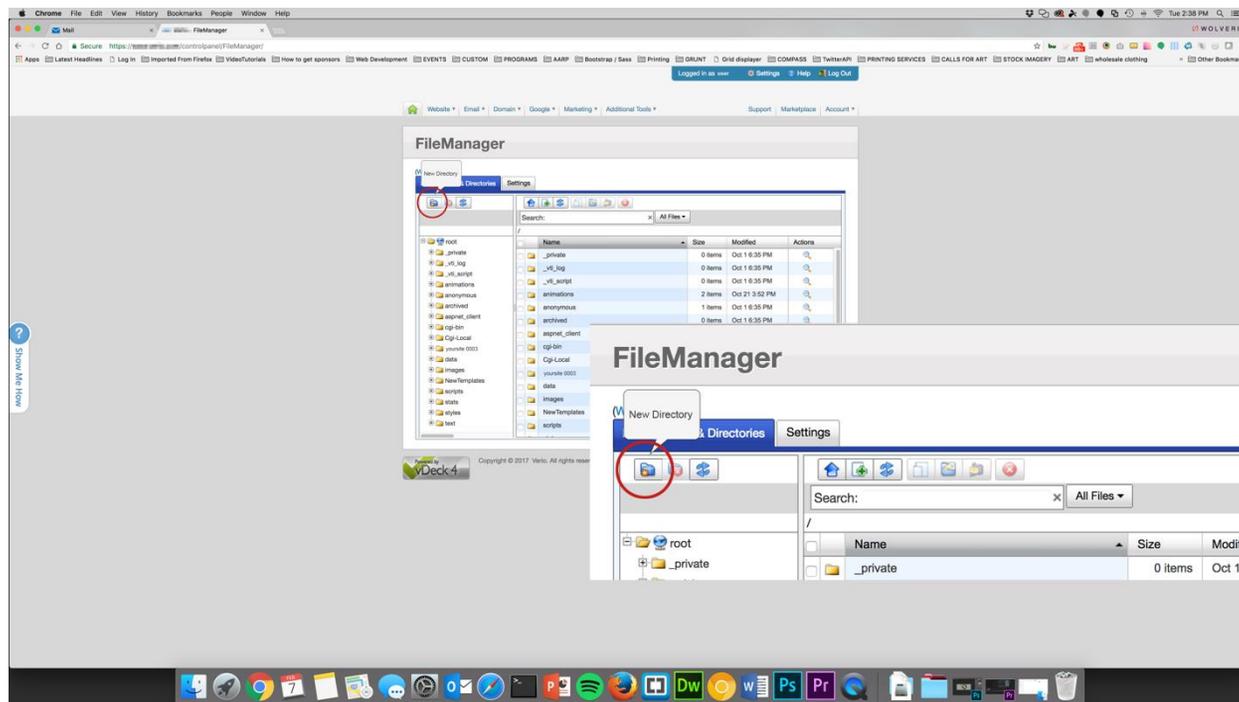
2. Open the File Manager.



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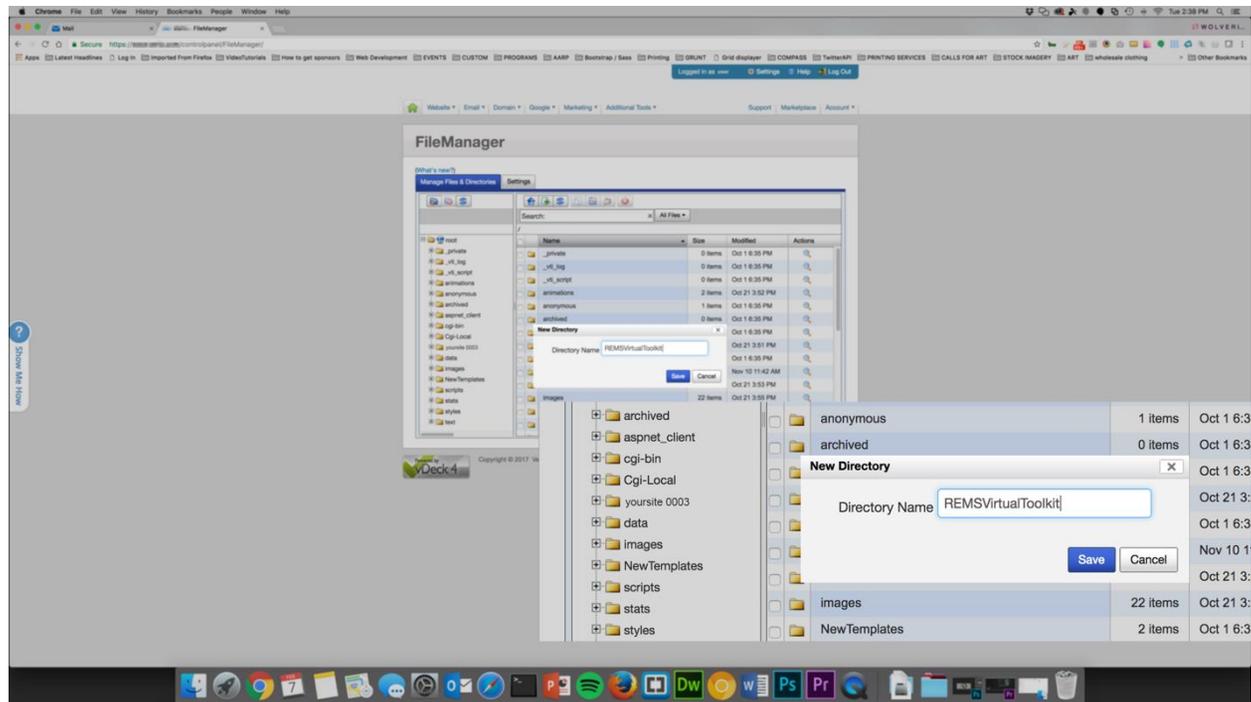
3. Select the “New Directory” button.



4. Name the directory “REMSVirtualToolkit.”

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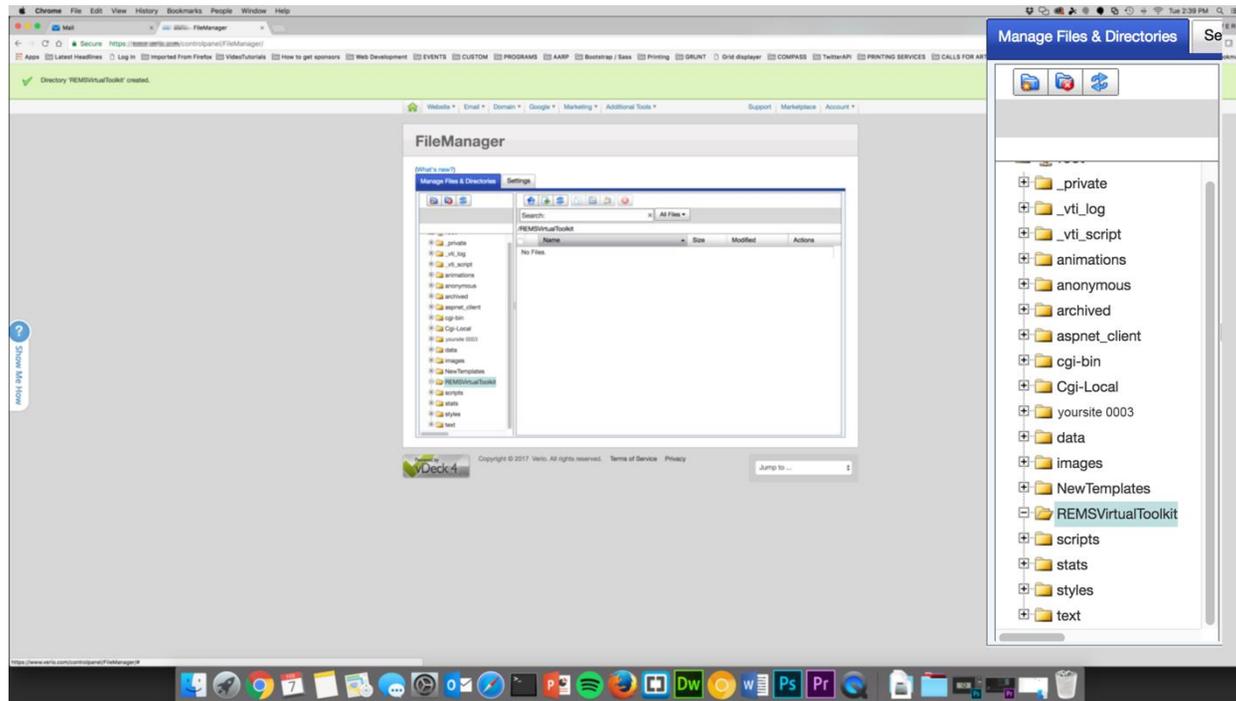
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5. The “REMSVirtualToolkit” directory has been created.

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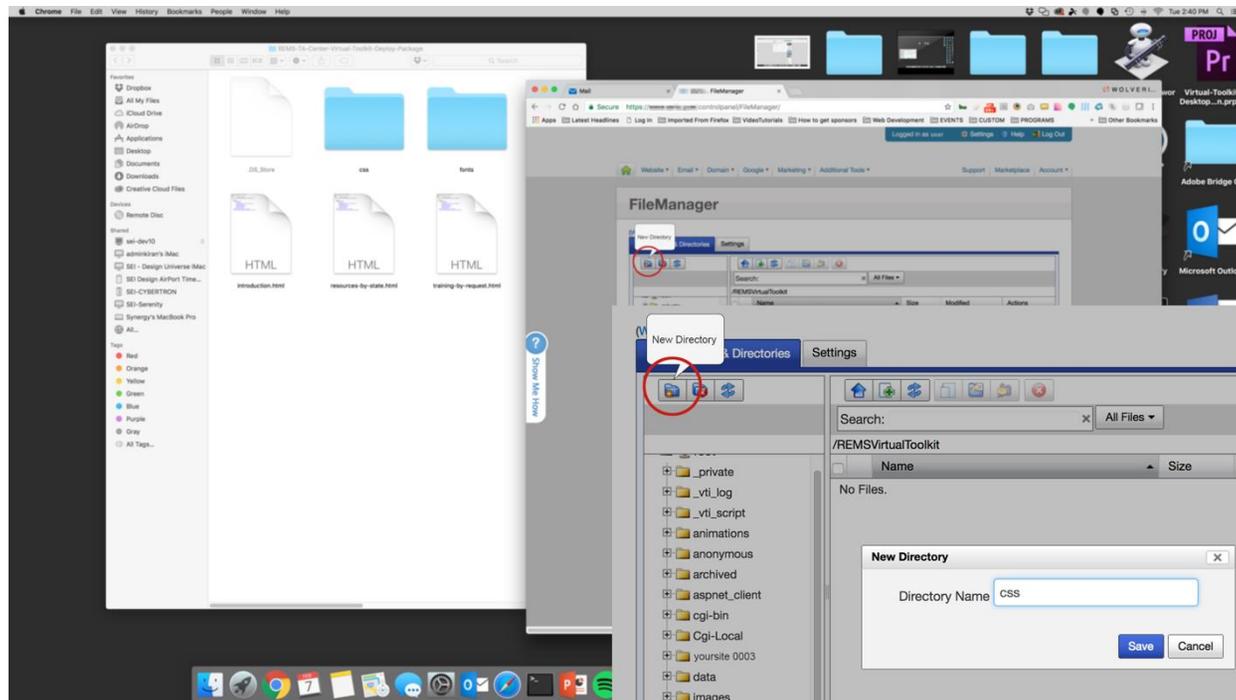
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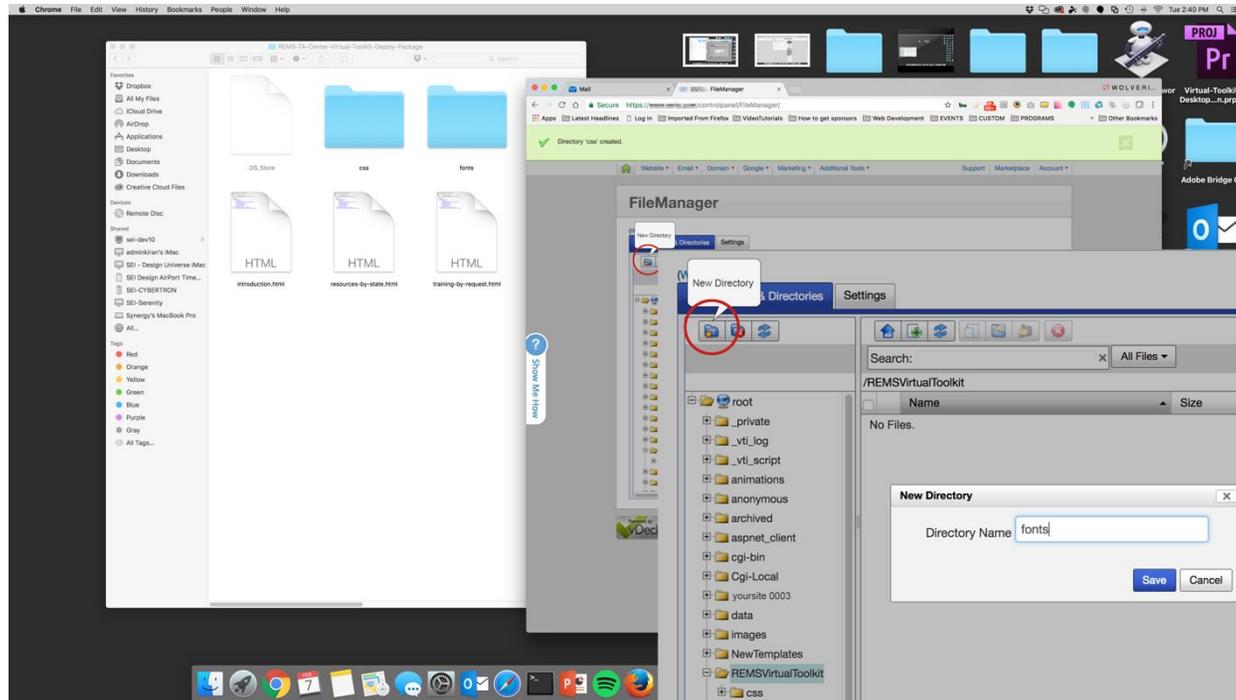
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6. Within the newly created REMSVirtualToolkit directory, select the “New Directory” button and create directories named “css,” “fonts,” and “img” all on the same level.



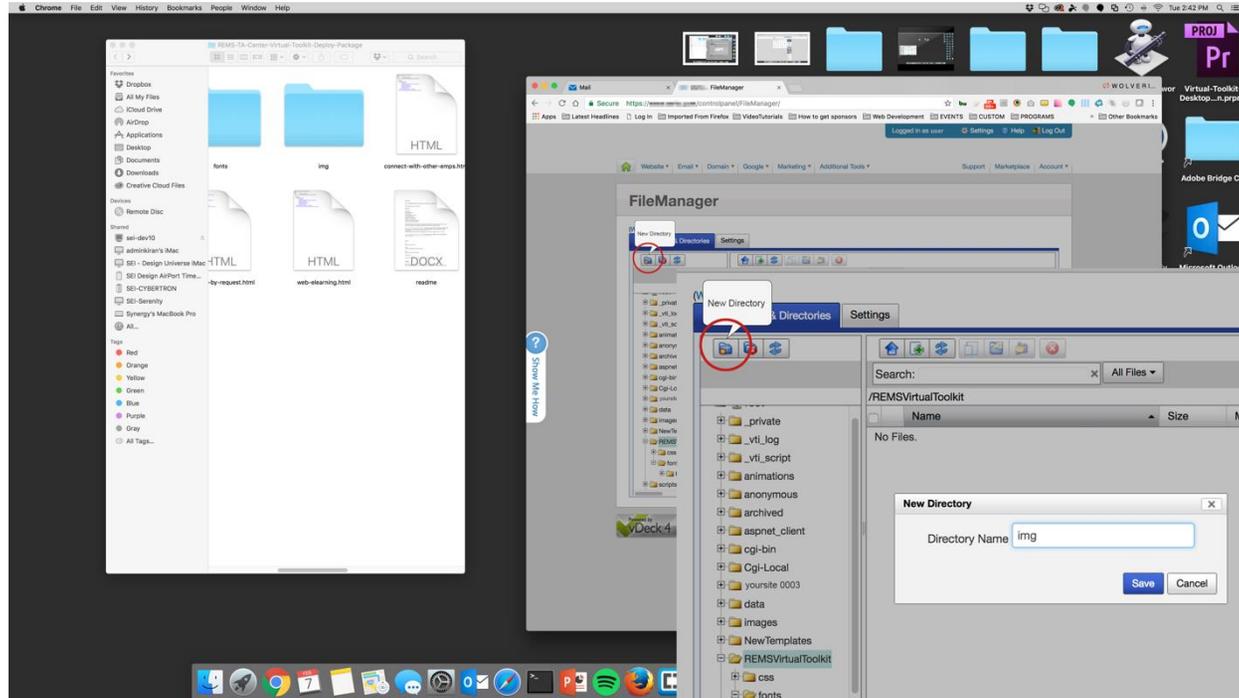
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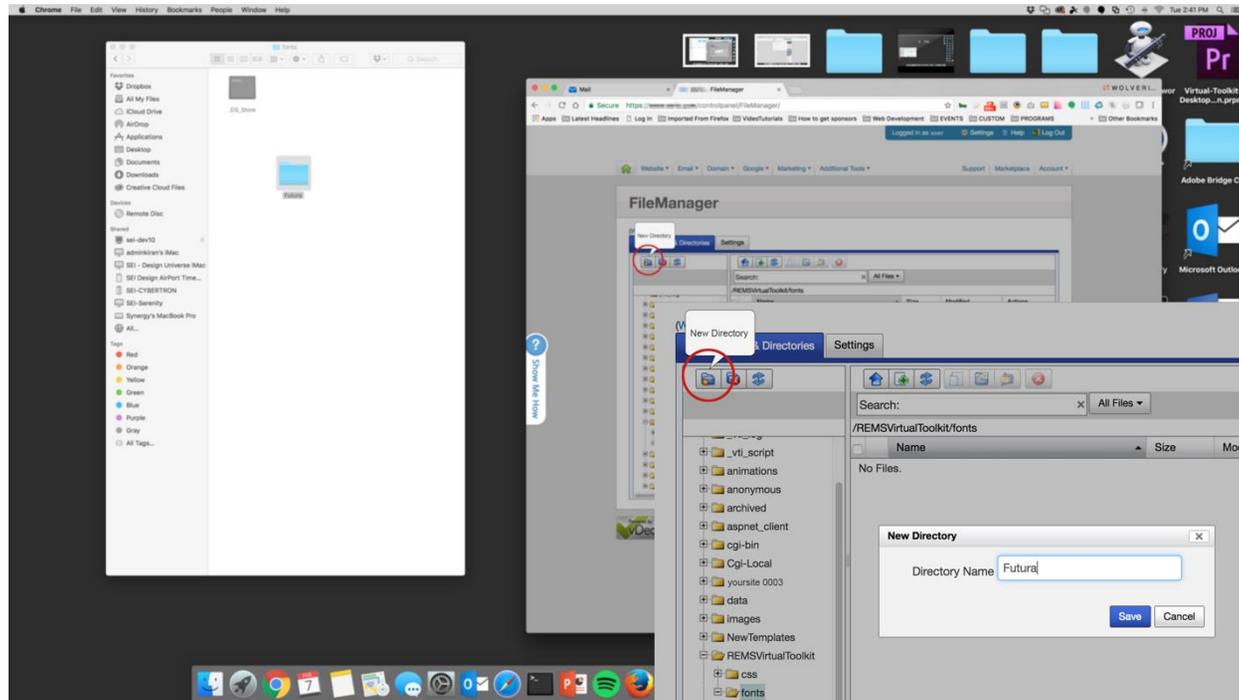
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7. Select the “fonts” directory. Select the “New Directory” button and create a directory named “Futura.”

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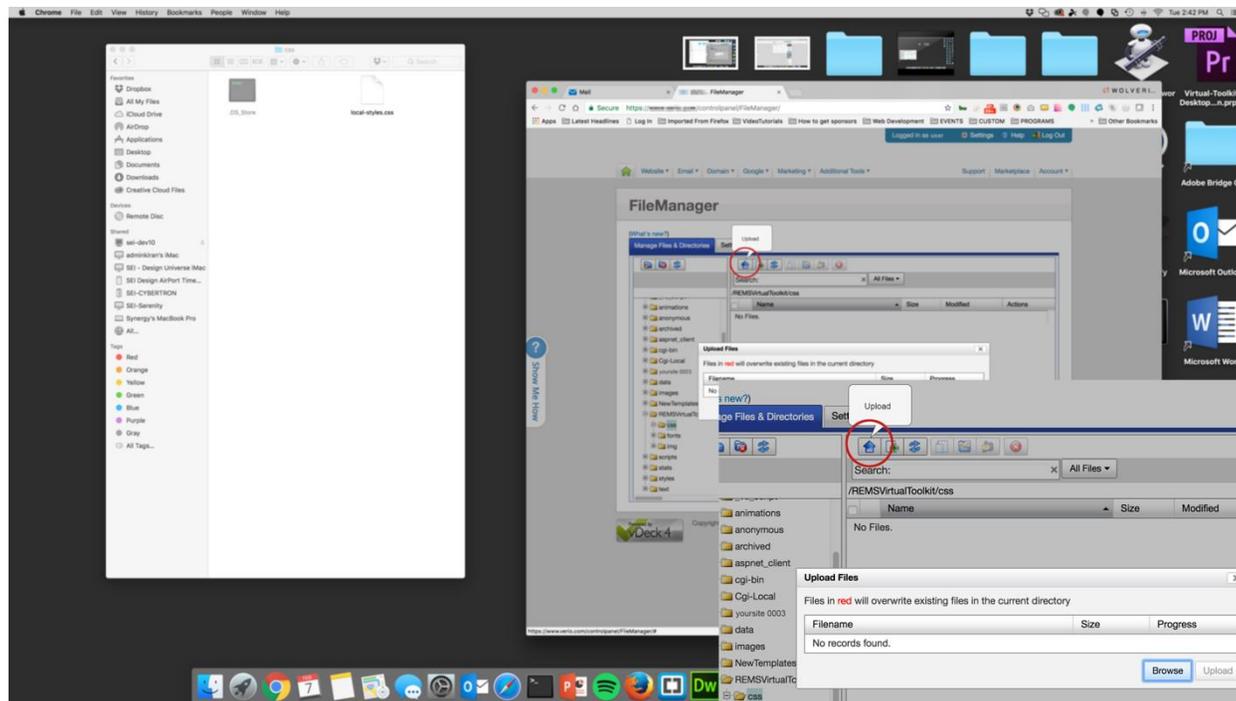
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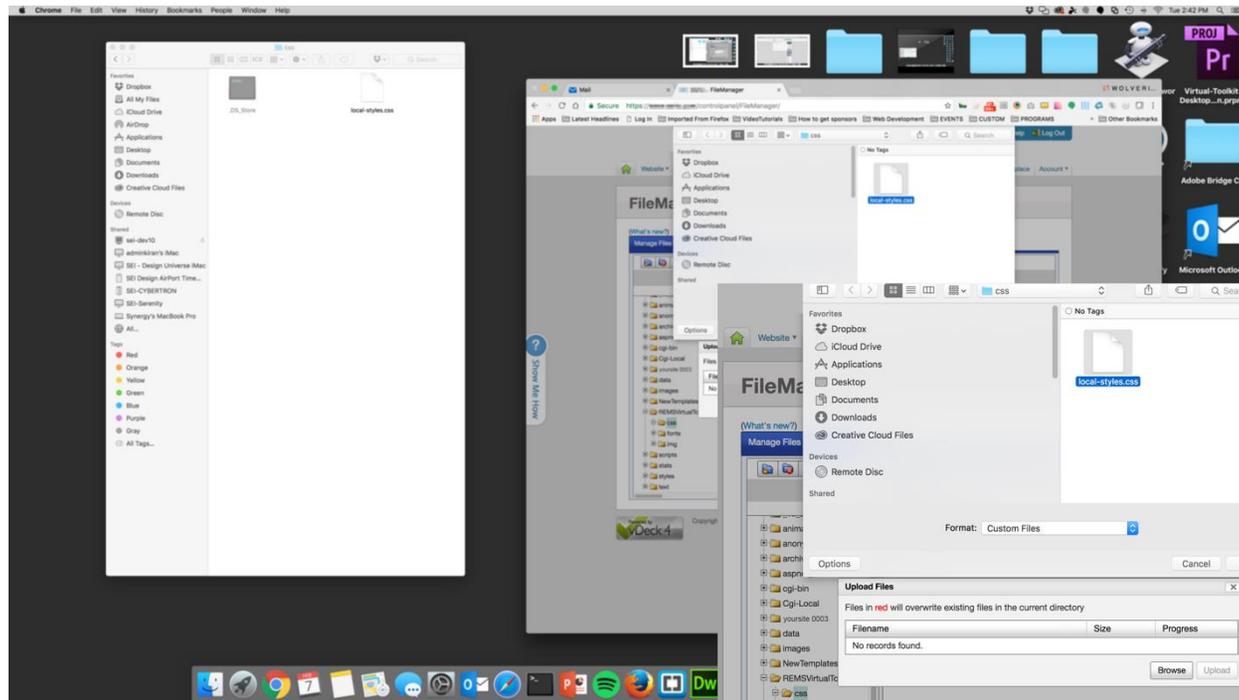
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8. Select the "css" directory. Then select the "Upload" button. Browse for your local-styles.css file and upload to the directory.



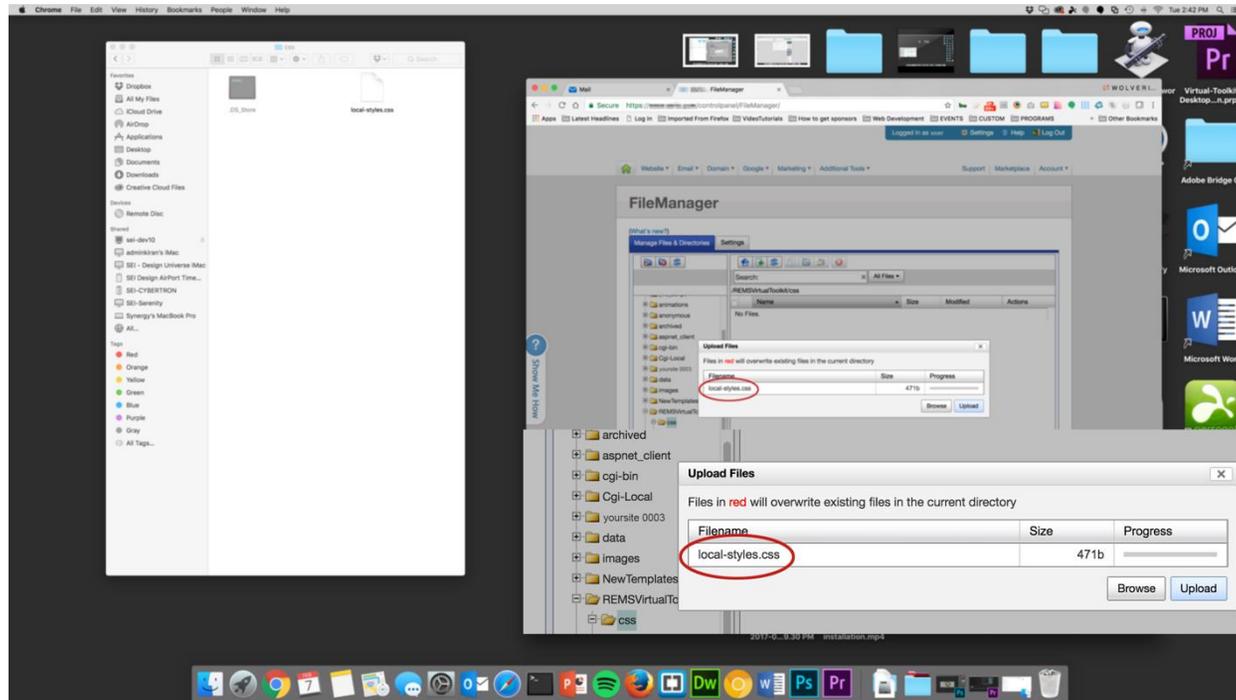
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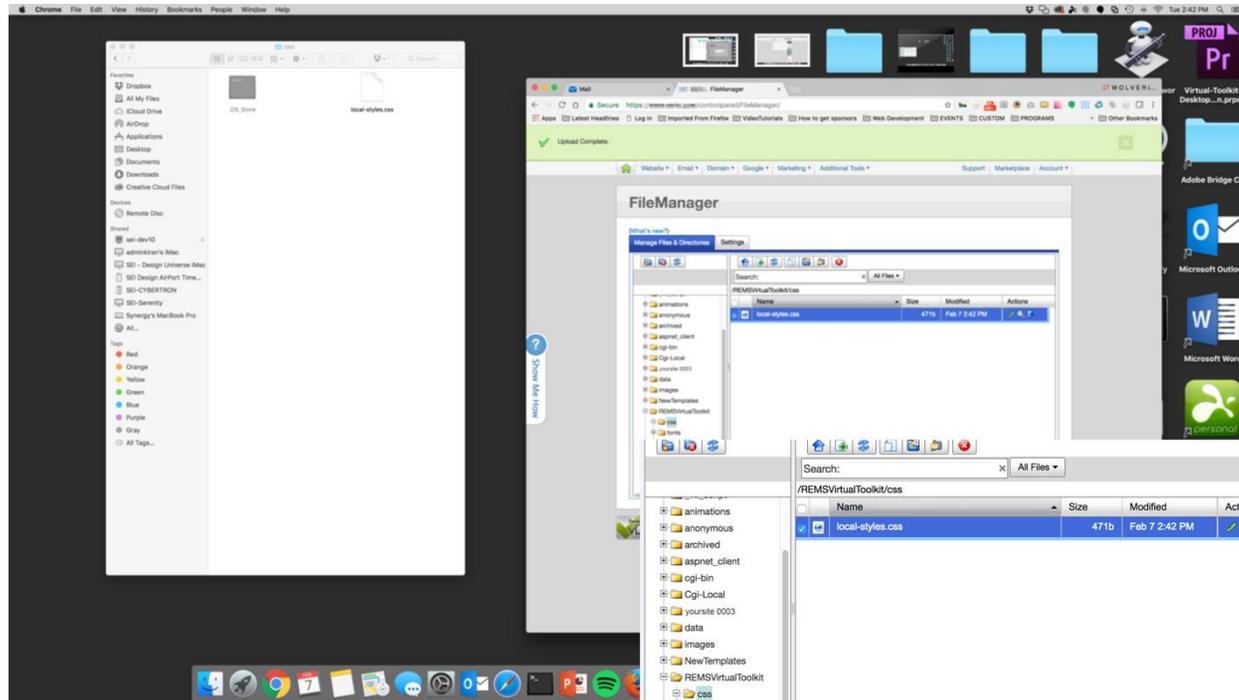
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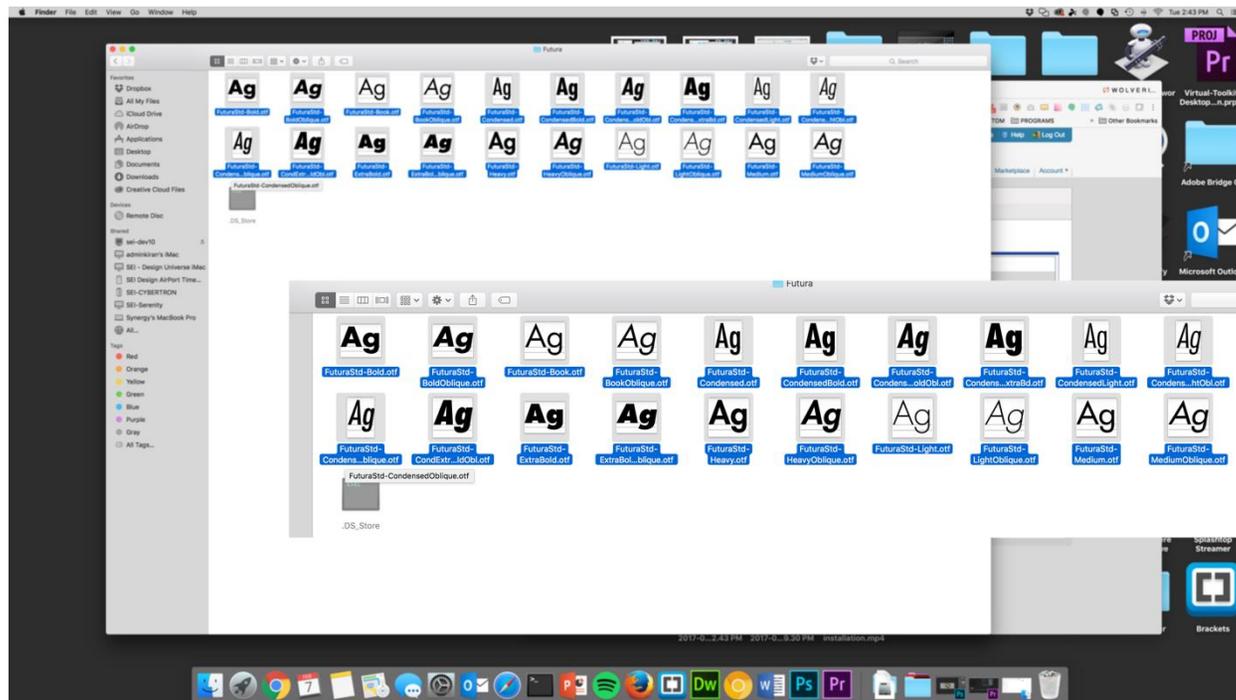
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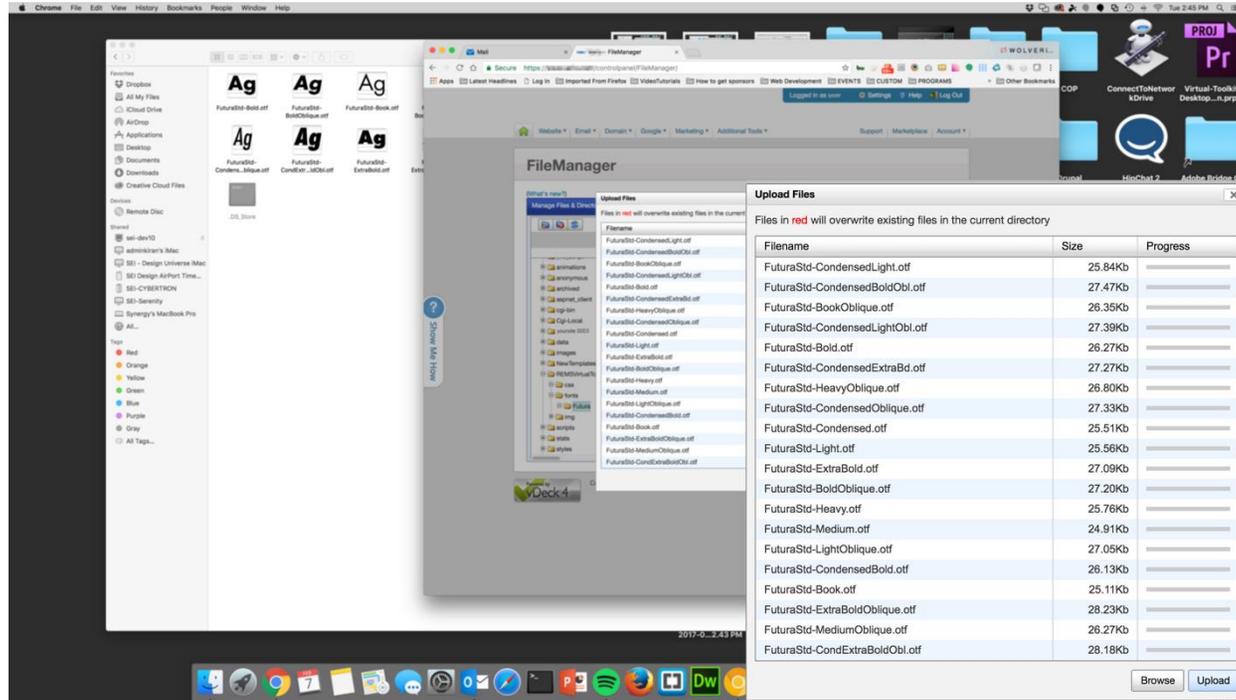
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9. Select the “fonts” directory and then select the “Futura” directory in the File Manager. Then select the “Upload” button. Browse for your font files and upload to the “Futura” directory.



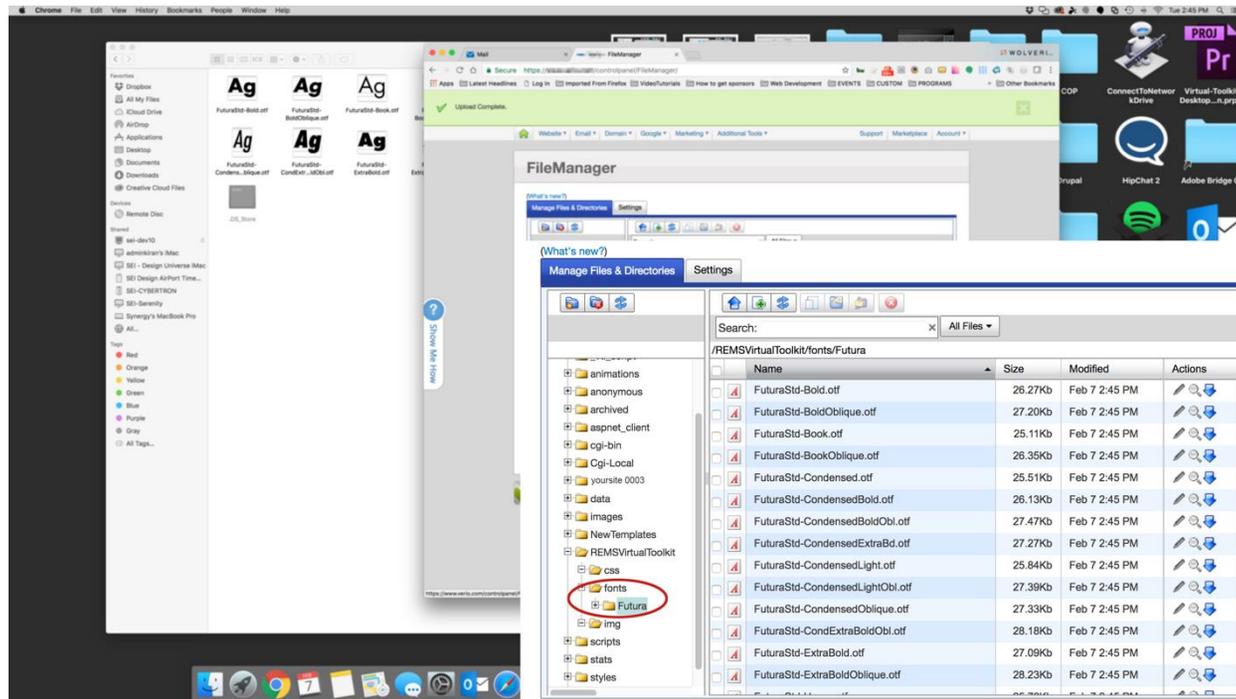
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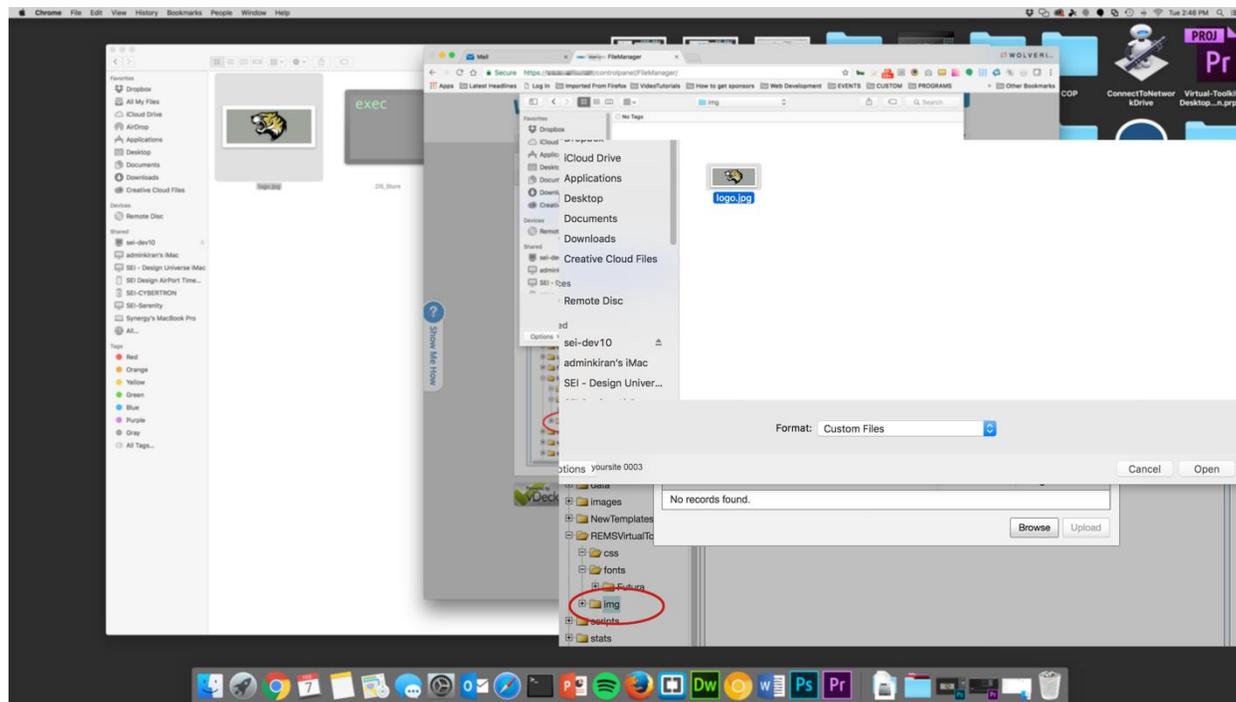
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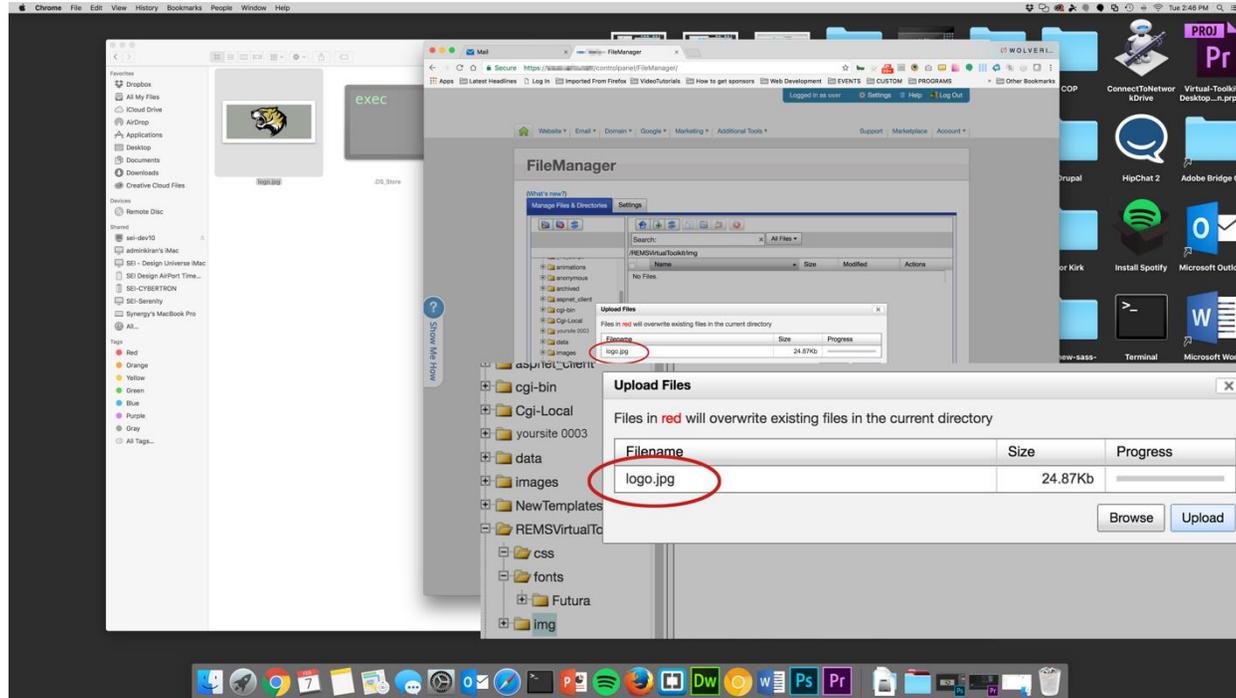
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10. Select the “img” directory in the File Manager. Then select the “Upload” button. Browse for your logo.jpg and upload to the directory.



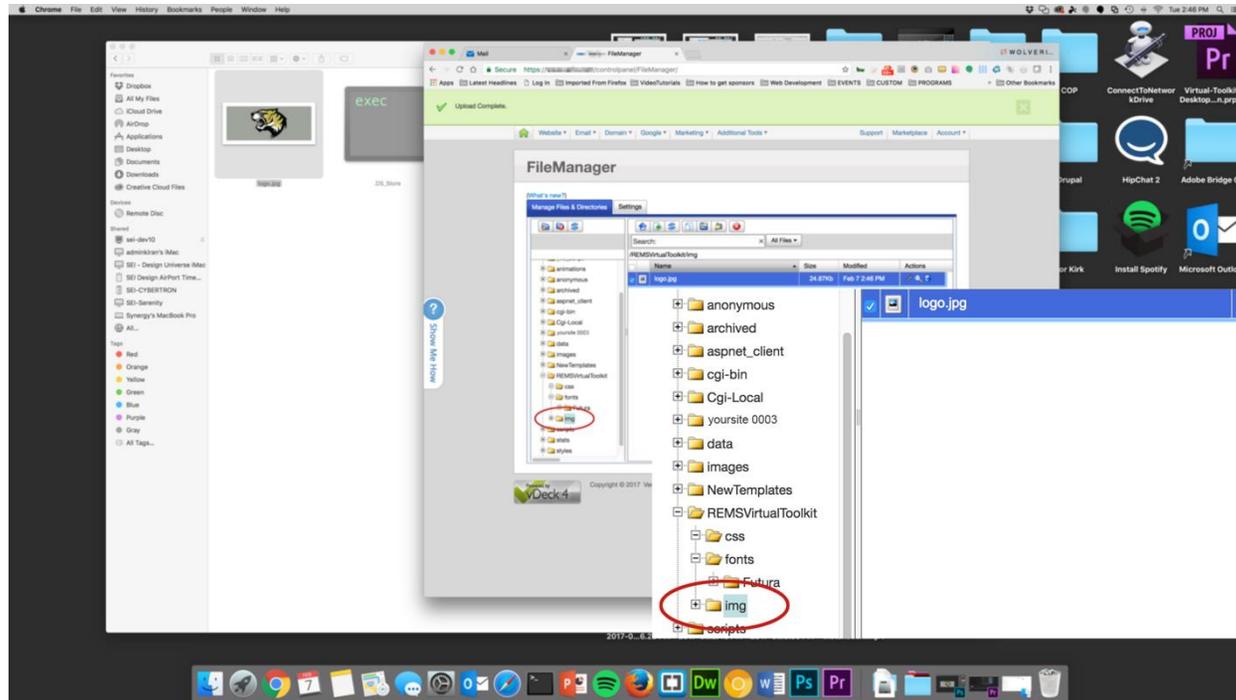
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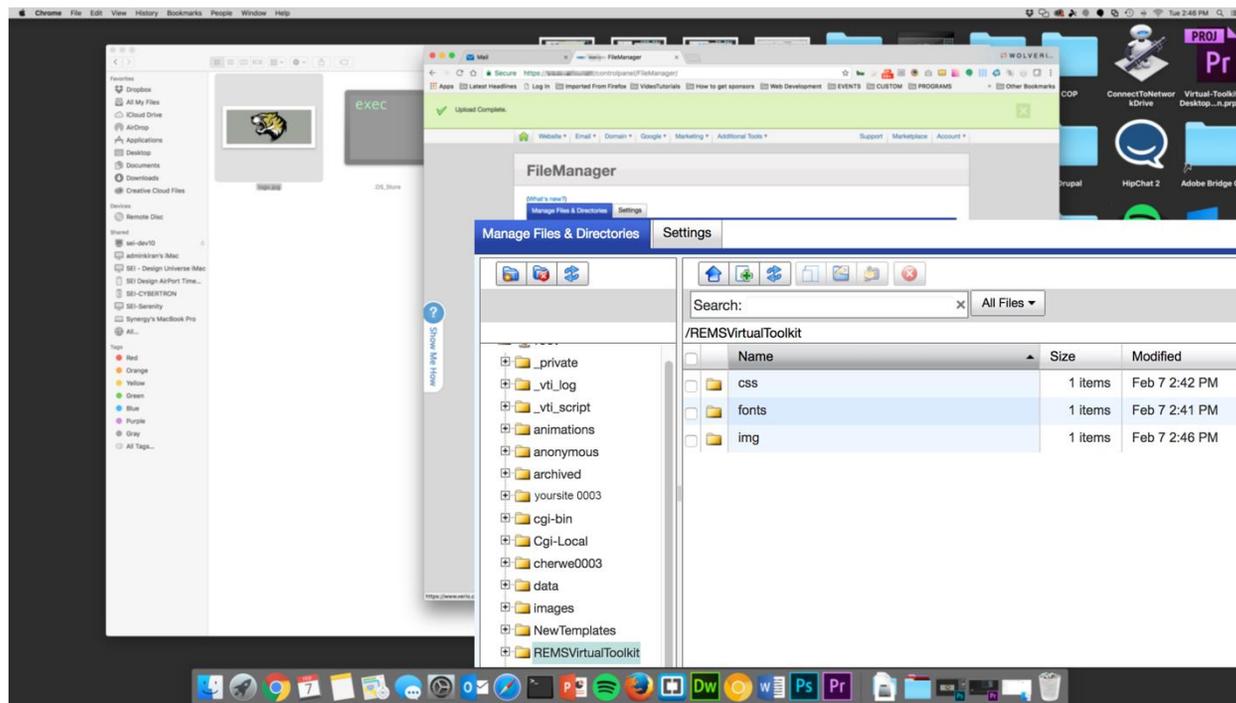
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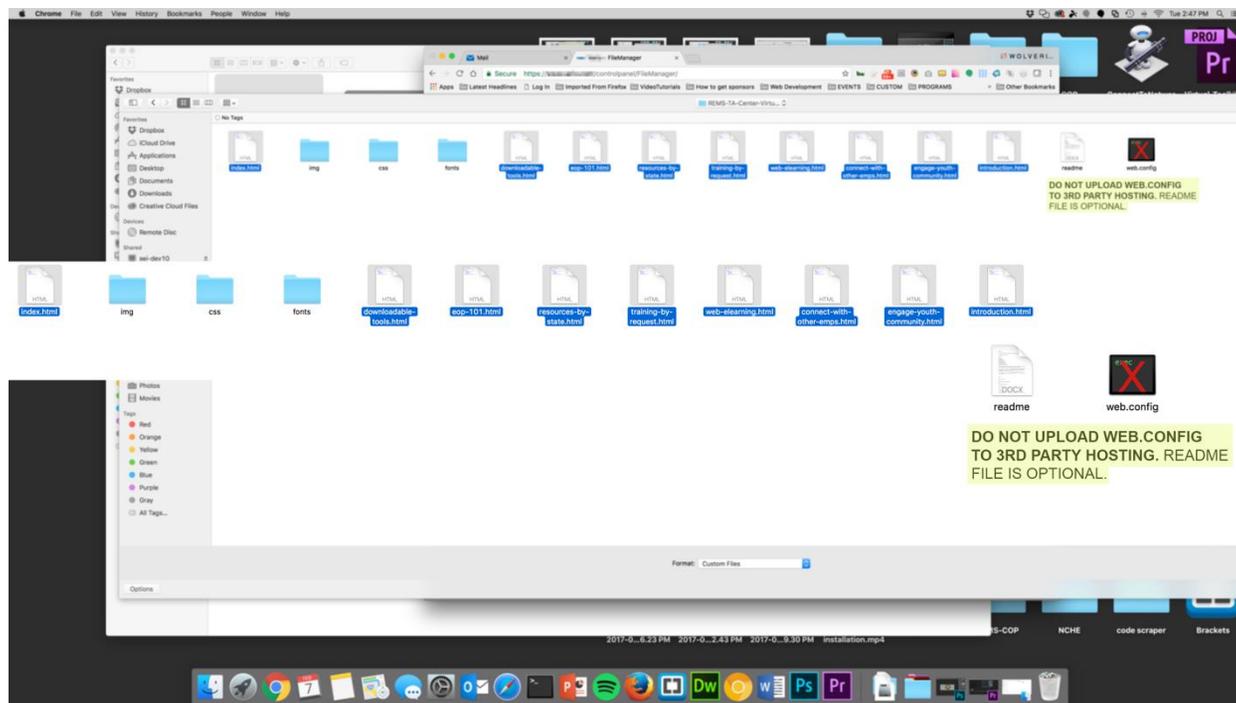
11. All of your sub-directory files have been uploaded.



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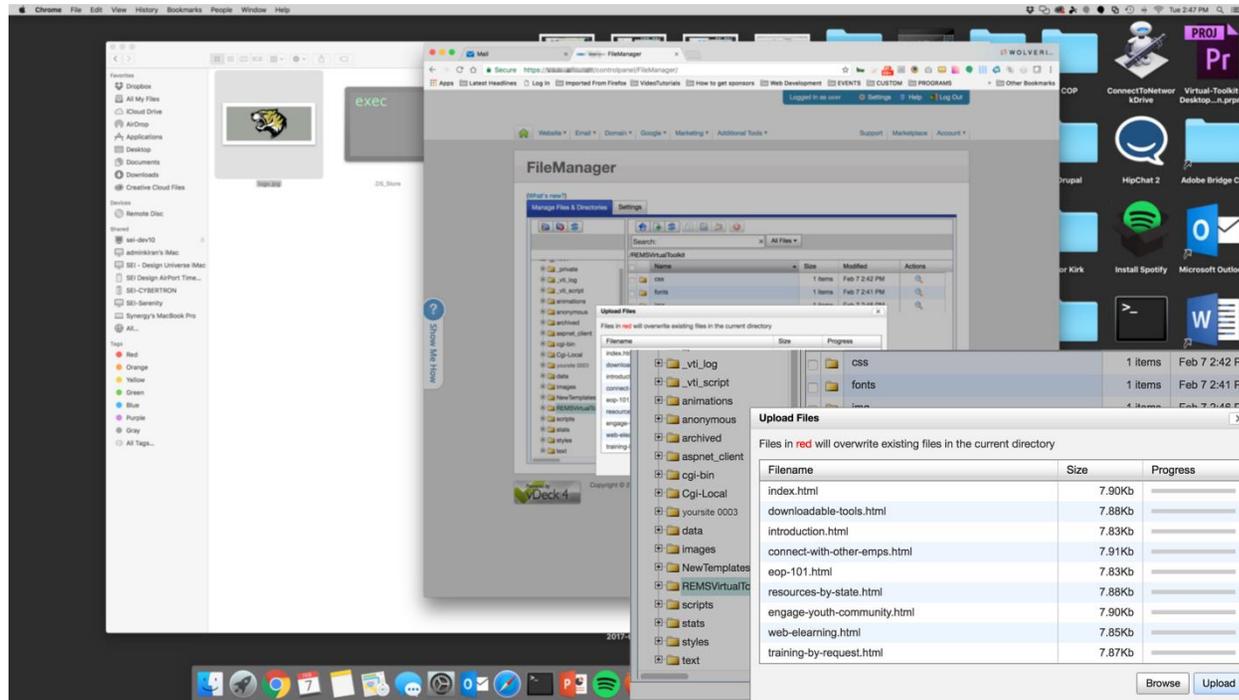
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12. Select the “REMSVirtualToolkit” directory in the File Manager. Then select the “Upload” button. Browse for your HTML files and upload to the directory on the same level as the css, fonts, and img directory. DO NOT UPLOAD THE WEB.CONFIG TO 3rd PARTY HOSTING. The readme file is optional.



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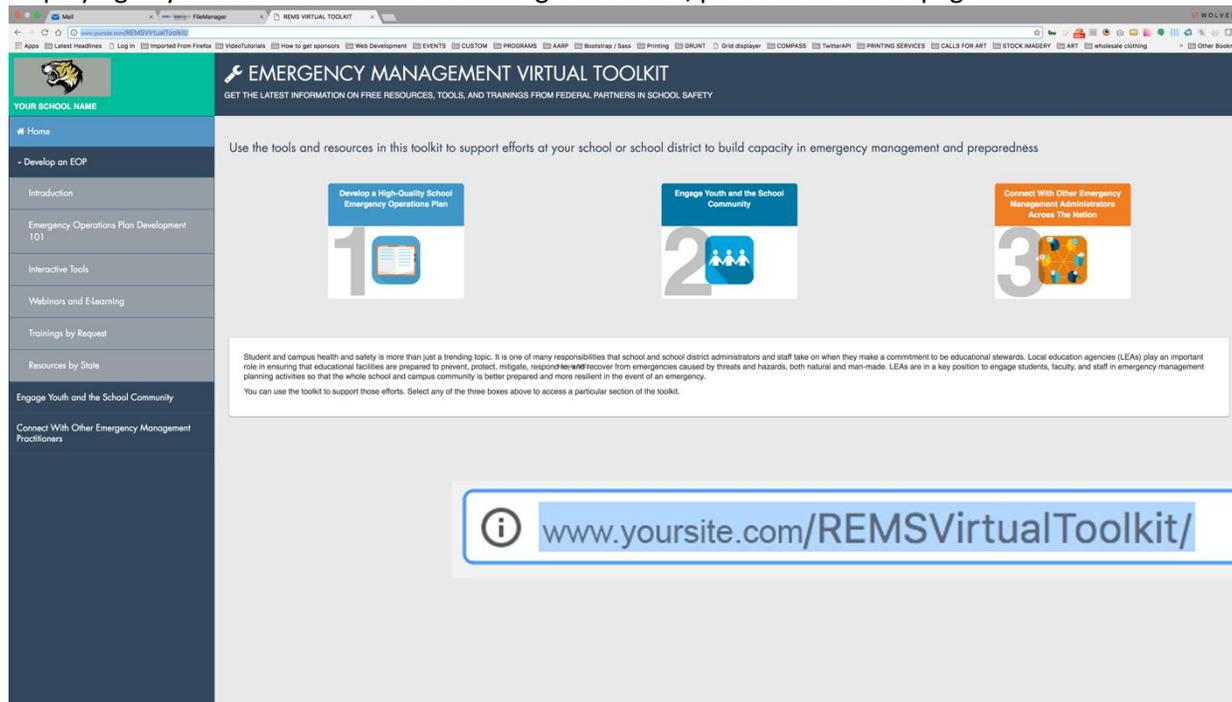
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13. After your HTML files have uploaded, open your browser and type in `www.(your site name).com/REMSVirtualToolkit`. The styles and site images (except the logo) are handled through the Data Scraping and CDN. Please browse through to ensure that everything including your logo is displaying. If you see a red "x" where an image should be, please refresh the page.



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That is all for Third-Party Server installation. If you have further questions regarding the Virtual Toolkit installation, please contact info@remstacenter.org.

Additional Assistance

The REMS TA Center is pleased to offer the Emergency Management Virtual Toolkit to support state and local education agencies in developing high-quality EOPs.

For further guidance and support on installing this Toolkit, please contact the REMS TA Center Help Desk by email at info@remstacenter.org or by phone, toll-free, at 1-855-781-REMS (7367). Our hours of operation are Monday through Friday, 9:00 a.m. to 5:00 p.m., Eastern Time.