

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

K-12 EOP DEVELOPMENT RESOURCE LIST

Resources on Creating High-Quality School Emergency Operations Plans That Address All Threats, Hazards, Settings, and Times

Emergency Operations Plan (EOP) Development Guidance

Guide for Developing High-Quality School Emergency Operations Plans (School Guide), U.S. Department of Education, U.S. Department of Health and Human Services, U.S. Department of Homeland Security, U.S. Department of Justice, Federal Bureau of Investigation, and Federal Emergency Management Agency. The *School Guide* recommends a six-step planning process to develop, revise, or review a school EOP that can be customized to the building level with prevention, protection, mitigation, response, and recovery activities.

https://rems.ed.gov/docs/REMS_K-12_Guide_508.pdf

School Guide At a Glance, REMS TA Center. This At a Glance version of the *School Guide* is a Web-based resource that provides important EOP development information to K-12 schools in a digestible format. <https://rems.ed.gov/K12GuideForDevelHQSchool.aspx>

The Role of Districts in Developing High-Quality School Emergency Operations Plans (District Guide), U.S. Department of Education, U.S. Department of Health and Human Services, U.S. Department of Homeland Security, and U.S. Department of Justice. The *District Guide* serves as a complement to the *School Guide* and provides information that can assist school districts in fulfilling both their individual and shared emergency planning responsibilities in school EOP development for a range of threats and hazards.

https://rems.ed.gov/docs/District_Guide_508C.pdf

District Guide At a Glance, REMS TA Center. This At a Glance version of the *District Guide* is a Web-based resource that provides important safety, security, emergency management, and preparedness information to school district personnel in a digestible format.

<https://rems.ed.gov/DistrictGuideAtAGlance.aspx>

Tools

EOP Interactive Tools, REMS TA Center. This suite of tools for state education agencies, regional education agencies, school districts, schools, and their community partners are intended to be used by practitioners with any level of experience in emergency management to develop EOPs, examine buildings and grounds, revise EOPs, enhance their capacity, engage in learning opportunities, and align their emergency planning practices with those at the national, state, and local levels. <https://rems.ed.gov/EOPInteractiveTools.aspx>.

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- **EOP ASSIST Software:** <https://rems.ed.gov/EOPASSIST/EOPASSIST.aspx>
- **EOP ASSIST Interactive Workbook:**
<https://rems.ed.gov/EOPASSISTInteractiveWorkbook.aspx>

Tool Box, REMS TA Center. This virtual library of tools was developed by practitioners in the field at the state and local levels. It offers checklists, templates, drills, procedures, and the like that provide insight from experienced emergency managers and may aid planning teams in their EOP development and preparedness activities. <https://rems.ed.gov/ToolBox.aspx>

Emergency Management Virtual Toolkit, REMS TA Center. This Web tool can be used by state education agencies, regional education agencies, school districts, or schools to disseminate consistent information, guidance, trainings, and tools on higher emergency management to the school community they serve. <https://rems.ed.gov/EMVirtualToolkitRegistration.aspx>

Trainings

Developing Emergency Operations Plans (EOPs) K-12 101 Online Course, REMS TA Center. This 30- to 45-minute online course presents an accelerated way to learn about the EOP development process and generates a certificate of completion. Planning teams can use this course to learn about all aspects of plan development or assessment, review, implementation, and maintenance in a self-paced environment.
<https://rems.ed.gov/trainings/CoursesHome.aspx>

Developing Emergency Operations Plans (EOPs) K-12 101 Virtual Training by Request, REMS TA Center. This interactive training provides an overview of the recommended planning process and key considerations for creating, revising, or enhancing school EOPs. Available in two formats, a 2-hour Train-the-Educator and 2.5-hour Train-the-Trainer for potential master trainers, it features pre- and post-training activities, polls, breakout rooms, and chat-based discussions to enhance the learning and capacity building process.
<https://rems.ed.gov/VirtualTBRs>

Developing Emergency Operations Plans (EOPs) K-12 101 Live Training by Request, REMS TA Center. This on-site training provides an overview of the recommended planning process and key considerations for creating, revising, or enhancing school EOPs. It is available in two formats: a 4-hour Train-the-Educator and day-long Train-the-Trainer for potential master trainers. https://rems.ed.gov/TA_TrainingsbyRequest.aspx

Specialized Training Package, REMS TA Center. This downloadable package contains modules for education agencies to use to train teams and supplement training programs on emergency management planning and EOP development. They contain presentations with speakers notes, instructions, resource lists, and, in some cases, tabletop exercises.
<https://rems.ed.gov/TrainingPackage.aspx>

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New Resource Review: The Role of Districts in Supporting Schools in the Development of High-Quality Emergency Operations Plans Webinar, REMS TA Center and U.S. Department of Education. Learn about the new *District Guide* that can assist school districts in fulfilling both their individual and shared emergency planning responsibilities. Presenters represent the U.S. Department of Education and the REMS TA Center. <https://rems.ed.gov/webinarDetail?id=62>

National Preparedness System

Fact Sheets, REMS TA Center. These publications, based on research conducted by the REMS TA Center, explore key topics in school safety, security, emergency management, and preparedness, including the five preparedness mission areas.

- **Mitigation for Schools and School Districts:**
https://rems.ed.gov/Docs/Mitigation_Fact_Sheet_508C.pdf
- **Prevention for Schools and School Districts:**
https://rems.ed.gov/Docs/Prevention_Fact_Sheet_508C.pdf
- **Protection for Schools and School Districts:**
https://rems.ed.gov/Docs/Protection_Fact_Sheet_508C.pdf
- **Recovery for Schools and School Districts:**
https://rems.ed.gov/Docs/Recovery_Fact_Sheet_508C.pdf
- **Response for Schools and School Districts:**
https://rems.ed.gov/Docs/Response_Fact_Sheet_508C.pdf

Using the Five Preparedness Missions to Help Ready Your District and School for Emergencies Webinar, REMS TA Center and U.S. Department of Education. Learn about how K-12 schools and school districts can better plan for a range of threats and hazards by focusing on the five preparedness missions of prevention, mitigation, protection, response, and recovery. Presenters represent the U.S. Department of Education and REMS TA Center. <https://rems.ed.gov/webinarDetail.aspx?id=20>

Planning Principles

Planning Principles, REMS TA Center. This At a Glance version of the *School Guide* contains guidance on the principles that are key to developing comprehensive school EOPs: planning must be supported by leadership; planning uses assessment to customize plans to the building level; planning considers all threats and hazards; planning provides for the access and functional needs of the whole school community; planning considers all settings and all times; and creating and revising a model EOP is done by following a collaborative process. <https://rems.ed.gov/K12PlanningPrinciples.aspx>

Principles for Creating a High-Quality School Emergency Operations Plan (REMSExpress Volume 5, Issue 2), REMS TA Center. This publication provides a written

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overview of the key principles for EOP development efforts.

<https://rems.ed.gov/docs/Volume5Issue2.pdf>

Topic-Specific Resources Section, REMS TA Center. These Web pages contain a variety of resources from the REMS TA Center, the U.S. Department of Education, and other Federal agency partners on key topics in school emergency management, including each of the planning principles. <https://rems.ed.gov/ResourcesToSupportEMP>

Planning Process

K-12 Six-Step Planning Process (REMSExpress Volume 5, Issue 4), REMS TA Center. This publication provides a written overview of the six-step planning process for the K-12 audience.

<https://rems.ed.gov/docs/Volume5Issue4.pdf>

Implementing Recommendations From the Guide for Developing High-Quality School Emergency Operations Plans: A Practitioner's Perspective From the Orange County

Department of Education (REMSExpress Volume 5, Issue 6), REMS TA Center. This publication captures the experience of a regional education agency in revising their EOP using the planning principles and six-step planning process recommended in the *School Guide*.

<https://rems.ed.gov/docs/Volume5Issue6.pdf>

Using a Six-Step Planning Process and Scenario-Based Planning to Support Emergency

Operations Plan Development, REMS TA Center. This Web page contains resources from the REMS TA Center, the U.S. Department of Education, and Federal agency partners on the topic of EOP development. https://rems.ed.gov/Resource_Plan_Basic_EOP.aspx

Planning Teams

Step 1: Form a Collaborative Planning Team, REMS TA Center. This At a Glance version of the *School Guide* contains guidance on identifying a core planning team, forming a common framework, defining and assigning roles and responsibilities, and determining a regular schedule of meetings. <https://rems.ed.gov/K12PPStep01.aspx>

Step 1: Help Schools Form Collaborative Planning Teams, REMS TA Center. This At a Glance version of the *District Guide* contains guidance on forming a core planning team, forming a common framework, defining and assigning roles and responsibilities, and determining a regular schedule of meetings. https://rems.ed.gov/District_Step1.aspx

Examples of Individuals and Organizations to Include on a School Collaborative Planning Team, REMS TA Center. This handout lists groups and types of practitioners that can be planning team members from the school and surrounding community.

https://rems.ed.gov/docs/Example_Planning_Team_Members.pdf

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EOP ASSESS, REMS TA Center and U.S. Department of Education. This Web application helps practitioners assess their understanding of elements critical to creating and maintaining a high-quality EOP. It generates a customized and downloadable report with information and resources on fundamental concepts in emergency management planning. Test your knowledge, enhance your understanding, and ensure that you are using the same terminology as your planning team members. https://rems.ed.gov/Assessment/K-12/A_Demographic.aspx.

National Incident Management System (NIMS), REMS TA Center. This Web page contains information on NIMS implementation and related resources, including comprehensive guidance on NIMS implementation guidance, a checklist of NIMS implementation activities, key personnel and NIMS training, and frequently asked questions. <https://rems.ed.gov/K12NIMSImplementation.aspx>

Glossary of Key Terms, REMS TA Center. This publication describes terminology important to stakeholders in the field and commonly found throughout REMS TA Center materials and resources. <https://rems.ed.gov/docs/Glossary%20of%20Key%20Terms%2008.8.2014.pdf>

Hazard and Threat Identification

Step 2: Understand the Situation, REMS TA Center. This At a Glance version of the *School Guide* contains guidance on identifying threats and hazards, assessing the risk posed by identified hazards and threats, and prioritizing threats and hazards. <https://rems.ed.gov/K12PPStep02.aspx>

Step 2: Help Schools Understand the Situation, REMS TA Center. This At a Glance version of the *District Guide* contains guidance on identifying threats and hazards, conducting assessments to identify site-specific threats and hazards, evaluating the risks and vulnerabilities posed by threats and hazards, and prioritizing threats and hazards. https://rems.ed.gov/District_Step2.aspx

Examples of Threats & Hazards, REMS TA Center. This handout lists examples of natural hazards; technological hazards; biological hazards; and adversarial, incidental, and human-caused threats that a school community may face. https://rems.ed.gov/docs/Example_Threats_Hazards.pdf

Sample Risk Assessment Matrix, REMS TA Center. This tool uses a mathematical approach to evaluating the risks and vulnerabilities of hazards and threats identified by the planning team. https://rems.ed.gov/docs/repository/REMS_TA_Center_Sample_Risk_Assessment_Matrix.xlsx

SITE ASSESS, REMS TA Center and U.S. Department of Education. This secure, comprehensive mobile application allows school and school district personnel to walk around buildings and grounds and examine their safety, security, accessibility, and emergency preparedness.

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SITE ASSESS generates a customized to-do list that may be used in the short term and long term to address facility improvements; prompts teams to share pertinent information with first responders; and contains relevant resources on several education facility and safety topics. <https://rem.ed.gov/SITEASSESS.aspx>

https://rem.ed.gov/docs/Culture_Climate_Assessments_Fact_Sheet_508C.pdf

Conducting Assessments to Help Your Education Agency Understand the Situation and Enhance Emergency Planning, REMS TA Center. This Web page contains resources from the REMS TA Center, the U.S. Department of Education, and Federal agency partners on the topic of conducting assessments to inform school emergency planning.

https://rem.ed.gov/Resource_Plan_Basic_Assessment.aspx

Goals, Objectives, and Courses of Action

Step 3: Determine Goals and Objectives, REMS TA Center. This At a Glance version of the *School Guide* contains guidance on developing goals and objectives and identifying cross-cutting functions. <https://rem.ed.gov/K12PPStep03.aspx>

Step 3: Help Schools Determine Goals and Objectives, REMS TA Center. This At a Glance version of the *District Guide* contains guidance on selecting threats and hazards to address in school EOPs, developing goals and objectives for selected threats and hazards, identifying cross-cutting functions, and developing goals and objectives for cross-cutting functions.

https://rem.ed.gov/District_Step3.aspx

Examples of Goals and Objectives Addressing the Threat or Hazard of Fire, REMS TA Center. This handout contains examples of goals and objectives for before, during, and after a structural fire. https://rem.ed.gov/docs/Examples_GoalsObjectives_Fire.pdf

Step 4: Plan Development (Identifying Courses of Action), REMS TA Center. This At a Glance version of the *School Guide* contains guidance on identifying courses of action, selecting courses of action, and using scenario-based planning. <https://rem.ed.gov/K12PPStep04.aspx>

Step 4: Help Schools Develop Plans (Identify Courses of Action), REMS TA Center. This At a Glance version of the *District Guide* contains guidance on developing courses of action, using scenario-based planning, selecting preferred courses of action, and finalizing and formatting the functional and threat- and hazard-specific annexes. https://rem.ed.gov/District_Step4.aspx

An Example of a Course of Action Addressing the Function of Evacuation, REMS TA Center. This handout contains an example of courses of action before, during, and after an evacuation. https://rem.ed.gov/docs/Example_CoursesAction_Evacuation.pdf

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Sample Annexes, REMS TA Center. While it is important that planning teams develop their own EOPs as they work through the six-step planning process with community partners and decide how their annexes are structured based on their work together, the REMS TA Center's sample annexes may be useful in helping to understand what the structure and content of an annex may include. Each sample annex is formatted slightly differently and reflects a very different fictional school. <https://rems.ed.gov/REMSPublications.aspx>

- **Sample Earthquake Annex:** <https://rems.ed.gov/docs/resources/EarthquakeSample.pdf>
- **Sample Family Reunification Annex:** <https://rems.ed.gov/docs/resources/FamilyReunificationSample.pdf>
- **Sample Lockdown Annex:** <https://rems.ed.gov/docs/resources/LockdownSample.pdf>
- **Sample Shelter-in-Place Annex:** <https://rems.ed.gov/docs/resources/ShelterinPlace.pdf>

Plan Preparation and Review

Step 5: Prepare, Review, and Approve the Plan, REMS TA Center. This At a Glance version of the *School Guide* contains guidance on formatting, writing, reviewing, approving, and sharing the plan. <https://rems.ed.gov/K12PPStep05.aspx>

Step 5: Help Schools Prepare, Review, and Approve Plans, REMS TA Center. This At a Glance version of the *District Guide* contains guidance on developing the basic plan, working with schools to create an exercise program, working with schools to establish a process for plan review and revision, formatting the plan, revising the formatted draft, reviewing the plan for quality, and approving and sharing the plan. https://rems.ed.gov/District_Step5.aspx

EOP EVALUATE, REMS TA Center and U.S. Department of Education. This Web application helps planning team members evaluate an existing EOP against Federal guidelines. It generates a customized and downloadable report with information and resources on enhancing areas of an EOP. Compare your plan against Federal guides and practices, determine areas of improvement in your plan, and enhance plan sections using the information and resources in the custom output report. <https://rems.ed.gov/EOPEvalTool/K12IHEevalTool.aspx>.

EOP Review Checklist, REMS TA Center. This interactive handout was designed to help planning teams review their school EOP according to criteria from the *School Guide*. https://rems.ed.gov/docs/EOP_Review_Checklist.pdf

Exercises, Drills, and Training

Step 6: Implement and Maintain the Plan, REMS TA Center. This At a Glance version of the *School Guide* contains guidance on training stakeholders on the plan and their roles; exercising the plan; and reviewing, revising, and maintaining the plan. <https://rems.ed.gov/K12PPStep06.aspx>

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Step 6: Help Schools Implement and Maintain Plans, REMS TA Center. This At a Glance version of the *District Guide* contains guidance on training and informing stakeholders; exercising the plan; and reviewing, revising, and maintaining the plan.

https://rems.ed.gov/District_Step6.aspx

Emergency Exercises Package, REMS TA Center. This downloadable package may be used to strengthen EOPs and identify gaps and weaknesses. It includes an introduction to exercises, tabletop exercise instructions, scenarios/injects, podcasts, and accompanying resources on a power outage and an infectious disease outbreak. <https://rems.ed.gov/TrainingPackage.aspx>

Modifying Education Agency Exercises and Drills in Response to the Pandemic: Protecting Students, Faculty, Staff, and the Whole School Community While Practicing Plans Fact Sheet, REMS TA Center. This publication presents 10 recommendations for modifying exercises (walk-throughs, tabletops, drills, full-scale drills) to ensure that exercise requirements are met during the COVID-19 pandemic. https://rems.ed.gov/docs/ModifyingExercisesFactSheet_508C.pdf

School EOP Planning 101: Modifying and Enhancing Efforts to Practice School Emergency Operations Plans Webinar, REMS TA Center and U.S. Department of Education. Learn about strategies that K-12 education agencies can use in collaboration with their team of multidisciplinary community partners to modify and enhance efforts to practice school EOPs. Presenters represent the U.S. Department of Education and REMS TA Center.

<https://rems.ed.gov/webinarDetail.aspx?id=68>

Specialized Training Package, REMS TA Center. This downloadable package contains modules for education agencies to use to train teams and supplement training programs. They contain presentations with speakers notes, instructions, resource lists, and, in some cases, tabletop exercise. <https://rems.ed.gov/TrainingPackage.aspx>

Integrating Drills and Exercises Into Overall School Emergency Management Planning Webinar, REMS TA Center and U.S. Department of Education. Learn about how schools can integrate drills and exercises into their overall emergency management planning. Presenters represent the Federal Emergency Management Agency, U.S. Department of Education, and REMS TA Center. <https://rems.ed.gov/webinarDetail.aspx?id=56>