

**EOP ASSIST**

**Interactive Workbook**

***Part B: Worksheets***

*Updated 2019*

# Getting Started

The *EOP ASSIST Interactive Workbook* (*Interactive Workbook*) was originally released by the U.S. Department of Education (ED) and its REMS TA Center in 2015 in order to expand the reach of the EOP ASSIST software application to public and nonpublic schools and school districts that prefer use of an offline version of the tool. The *Interactive Workbook* is accessible via Microsoft Word—with or without an Internet connection—and includes the same content of the Web-accessible version, including a blend of guidance and interactive forms that prompt users through the six-step planning process to develop a high-quality school emergency operations plan (EOP), as well as related resources to support that process. This publication is available for download from the REMS TA Center Website ([https://rems.ed.gov](https://www.rems.ed.gov/)). Educational entities are welcome to further distribute the *Interactive Workbook* to supplement and complement their capacity-building efforts.

**The *Interactive Workbook* includes two parts: (A) instructions and (B) worksheets for inputting plan information, which is this document. Please be sure that you have both parts of the *Interactive Workbook* before continuing.**

## Customization by Education Agencies Serving Schools

School districts and local education agencies (LEAs), regional education agencies (REAS), and state education agencies (SEAs) all play an important role in school preparedness. They serve as important sources of information regarding historical threats and hazards faced by the surrounding community, as well as policies and laws. As such, LEAs, REAs, and/or SEAs may want to create districtwide/regionwide/statewide threats, hazards, or functions that all school planning teams should address in their school EOP, as well as develop goals and objectives. To do so, fill out the Word version of these instructions with those districtwide/regionwide/statewide hazards, threats, functions, goals, and objectives. Distribute your customized version of the instructions, with any resources from your state, region or locality, with the worksheets to your schools to use.

## Technical Support

For any questions about how to use the *Interactive Workbook*, please contact the REMS TA Center Help Desk using our toll-free telephone number, 1-855-781-REMS [7367]. Our hours of operation are Monday to Friday, 9 a.m. to 5 p.m., Eastern Time. If you are prompted to leave a voice message, we will respond within 2 business days of receipt. Alternatively, you may email [info@remstacenter.org](mailto:info@remstacenter.org) or complete a TA request form at <https://rems.ed.gov/TA_Submissions/>.

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# Worksheet 1: Core Planning Team Members

| Name | Title | Organization | Email | Phone | Stakeholder Group |
| --- | --- | --- | --- | --- | --- |
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# Worksheet 2: Threats and Hazards

| All Possible Threats and Hazards | Probability  4. Highly likely  3. Likely  2. Possible  1. Unlikely | Magnitude  4. Catastrophic  3. Critical  2. Limited  1. Negligible | Warning  4. Minimal  3. 6–12 hrs.  2. 12–24 hrs.  1. 24+ hrs. | Duration  4. 12+ hrs.  3. 6–12 hrs.  2. 3–6 hrs.  1. < 3 hrs. | Risk Priority  High  Medium  Low | Address in the School EOP?  (Check/Uncheck) |
| --- | --- | --- | --- | --- | --- | --- |
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# Worksheet 3: Function Tabulation

Functions Addressed in Threat- and Hazard-Specific Annexes

|  |  |  |
| --- | --- | --- |
| Evacuation | Family Reunification | Other: |
| Lockdown | Continuity of Operations (COOP) | Other: |
| Shelter-in-Place | Recovery | Other: |
| Accounting for All Persons | Public Health, Medical, and Mental Health | Other: |
| Communications and Warning | Security | Other: |

# Worksheets 4–17: Basic Plan

## Introductory Material (Worksheets 4–8)

**[Insert Title of the Plan]**

[Insert Date]

[Insert School(s) Covered by the Plan]

### Promulgation Document and Signatures (Worksheet 5)

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Insert Name]  [Insert Title] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Insert Name]  [Insert Title] |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Insert Name]  [Insert Title] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Insert Name]  [Insert Title] |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Insert Name]  [Insert Title] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Insert Name]  [Insert Title] |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Insert Name]  [Insert Title] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Insert Name]  [Insert Title] |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Insert Name]  [Insert Title] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Insert Name]  [Insert Title] |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Insert Name]  [Insert Title] | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Insert Name]  [Insert Title] |

### Approval and Implementation (Worksheet 6)

[Insert content]

### Record of Changes (Worksheet 7)

| Change Number | Date of Change | Name | Summary of Change |
| --- | --- | --- | --- |
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### Record of Distribution (Worksheet 8)

| Title and Name of Person Receiving the Plan | Agency (School Office, Government Agency, or Private-Sector Entity) | Date of Delivery | Number of Copies Delivered |
| --- | --- | --- | --- |
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## Purpose, Scope, Situation Overview, and Assumptions (Worksheet 9)

### Purpose

[Insert content]

### Scope

[Insert content]

### Situation Overview

[Insert content]

### Planning Assumptions

[Insert content]

## Concept of Operations (CONOPS) (Worksheet 10)

[Insert content]

## Organization and Assignment of Responsibilities (Worksheet 11)

[Insert content]

## Direction, Control, and Coordination (Worksheet 12)

[Insert content]

## Information Collection, Analysis, and Dissemination (Worksheet 13)

[Insert content]

## Training and Exercises (Worksheet 14)

[Insert content]

## Administration, Finance, and Logistics (Worksheet 15)

[Insert content]

## Plan Development and Maintenance (Worksheet 16)

[Insert content]

## Authorities and References (Worksheet 17)

[Insert content]

# Worksheets 18–28: Functional Annexes

## Evacuation (Worksheet 18)

|  |  |
| --- | --- |
| BEFORE |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| DURING |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| AFTER |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |

## Lockdown (Worksheet 19)

|  |  |
| --- | --- |
| BEFORE |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| DURING |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| AFTER |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |

## Shelter-in-Place (Worksheet 20)

|  |  |
| --- | --- |
| BEFORE |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| DURING |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| AFTER |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |

## Accounting for All Persons (Worksheet 21)

|  |  |
| --- | --- |
| BEFORE |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| DURING |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| AFTER |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |

## Communications and Warning (Worksheet 22)

|  |  |
| --- | --- |
| BEFORE |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| DURING |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| AFTER |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |

## Family Reunification (Worksheet 23)

|  |  |
| --- | --- |
| BEFORE |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| DURING |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| AFTER |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |

## Continuity of Operations (COOP) (Worksheet 24)

|  |  |
| --- | --- |
| BEFORE |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| DURING |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| AFTER |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |

## Recovery (Worksheet 25)

|  |  |
| --- | --- |
| BEFORE |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| DURING |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| AFTER |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |

## Public Health, Medical, and Mental Health (Worksheet 26)

|  |  |
| --- | --- |
| BEFORE |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| DURING |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| AFTER |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |

## Security (Worksheet 27)

|  |  |
| --- | --- |
| BEFORE |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| DURING |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| AFTER |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |

## [Insert Name of Additional Functions] (Worksheet 28)

|  |  |
| --- | --- |
| BEFORE |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| DURING |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| AFTER |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |

# Worksheets 29–39: Threat- and Hazard-Specific Annexes

## [Insert Name of Threat/Hazard 1] (Worksheet 29)

|  |  |
| --- | --- |
| BEFORE |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| DURING |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| AFTER |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |

## [Insert Name of Threat/Hazard 2] (Worksheet 30)

|  |  |
| --- | --- |
| BEFORE |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| DURING |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| AFTER |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |

## [Insert Name of Threat/Hazard 3] (Worksheet 31)

|  |  |
| --- | --- |
| BEFORE |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| DURING |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| AFTER |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |

## [Insert Name of Threat/Hazard 4] (Worksheet 32)

|  |  |
| --- | --- |
| BEFORE |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| DURING |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| AFTER |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |

## [Insert Name of Threat/Hazard 5] (Worksheet 33)

|  |  |
| --- | --- |
| BEFORE |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| DURING |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| AFTER |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |

## [Insert Name of Threat/Hazard 6] (Worksheet 34)

|  |  |
| --- | --- |
| BEFORE |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| DURING |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| AFTER |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |

## [Insert Name of Threat/Hazard 7] (Worksheet 35)

|  |  |
| --- | --- |
| BEFORE |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| DURING |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| AFTER |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |

## [Insert Name of Threat/Hazard 8] (Worksheet 36)

|  |  |
| --- | --- |
| BEFORE |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| DURING |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| AFTER |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |

## [Insert Name of Threat/Hazard 9] (Worksheet 37)

|  |  |
| --- | --- |
| BEFORE |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| DURING |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| AFTER |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |

## [Insert Name of Threat/Hazard 10] (Worksheet 38)

|  |  |
| --- | --- |
| BEFORE |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| DURING |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| AFTER |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |

## [Insert Name of Additional Threats/Hazards] (Worksheet 39)

|  |  |
| --- | --- |
| BEFORE |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| DURING |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |
| AFTER |  |
| Goal: |  |
| Objective(s): |  |
| Courses of Action: |  |

# Worksheet 40: Emergency Exercises

| Title | Type  Drill  Tabletop Exercise  Functional Exercise  Full-Scale Exercise | Date | Location | Contact | Description |
| --- | --- | --- | --- | --- | --- |
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