

# EOP ASSIST Features, Functions, and Recent Enhancements

**Welcome! The Webinar will begin at 2:00 p.m. EDT.**

- Please **turn on your computer speakers**.
- **Use the chat tool** to send a message to the moderator. Your questions and comments will be addressed at the end of the call.
- For support during the Webinar, **please contact the REMS TA Center** at [info@remstacenter.org](mailto:info@remstacenter.org) or 1-855-781-REMS [7367].
- **Use the *Handout Pod* in the upper right-hand corner of your screen** to download the slides and handouts.



# EOP ASSIST Features, Functions, and Recent Enhancements



U.S. Department of Education  
Office of Safe and Healthy Students

# Questions?

Remember to pose your question using the Q&A Tool on the lower right side of your computer screen.

# Agenda

Federal Guidance on School Emergency Management

Overview of EOP ASSIST Products

EOP ASSIST Software

EOP ASSIST Interactive Workbook

EOP ASSIST Resources

Q & A Session

# Now Is The Time

The President's plan to protect children and communities by reducing gun violence.

Tasked six Federal agencies to come together and outline guidelines for developing high-quality emergency operations plans for:

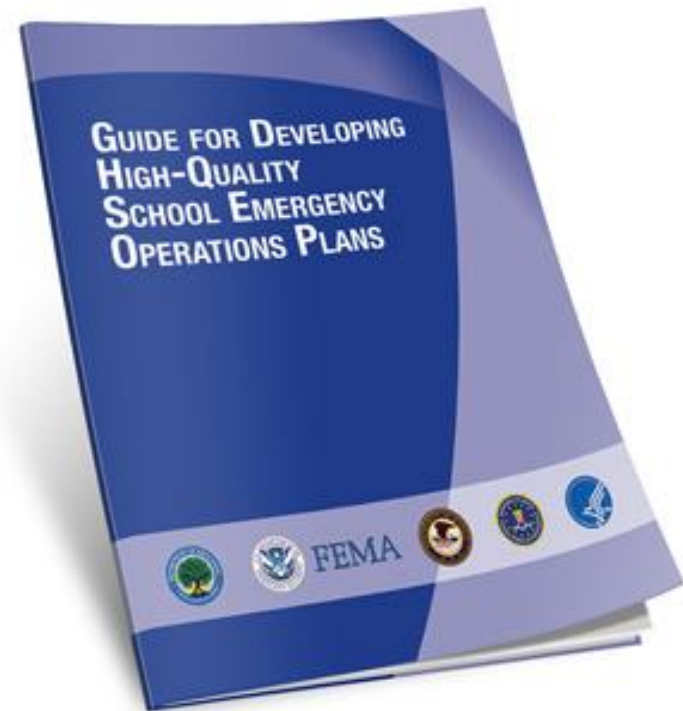
- Schools
- Institutions of Higher Education
- Houses of Worship

**Download the report:** <http://www.whitehouse.gov/issues/preventing-gun-violence>

# Federal Guidance

- Released by the White House on June 18, 2013
- First joint product of ED, DHS, FEMA, DOJ, FBI, and HHS

- **<http://rems.ed.gov>**:
- Download the full *Guides*
- Click through “At-a-Glance” versions in html
- Access topic-specific resources



# Five Preparedness Missions



**an incident or emergency**

# Planning Principles





# Six-Step Planning Process



# Sample EOP Format

Basic Plan

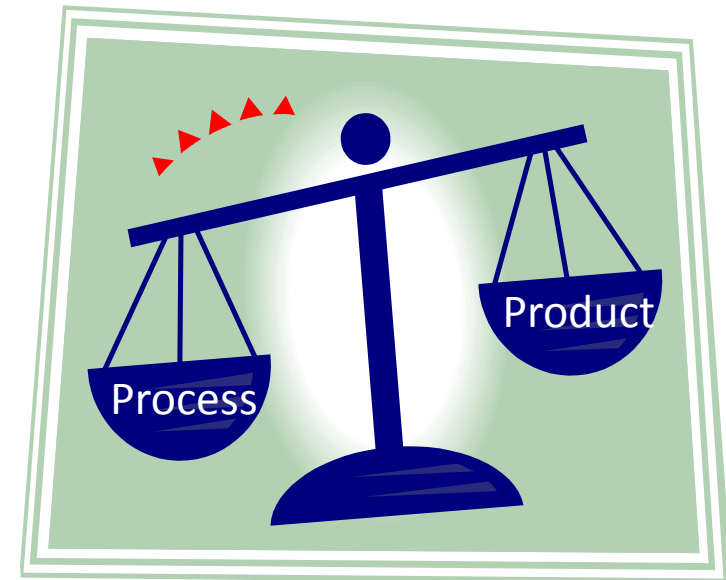
Functional Annexes

Threat- and Hazard-Specific Annexes

# Overview of EOP ASSIST Products

January 2015: OSHS & REMS TA Center released EOP ASSIST, a school EOP generator that:

- Leads users through the six-step planning process
- Provides resources to support users through the process (to teach users the guidance)
- Generates a school EOP



Please visit

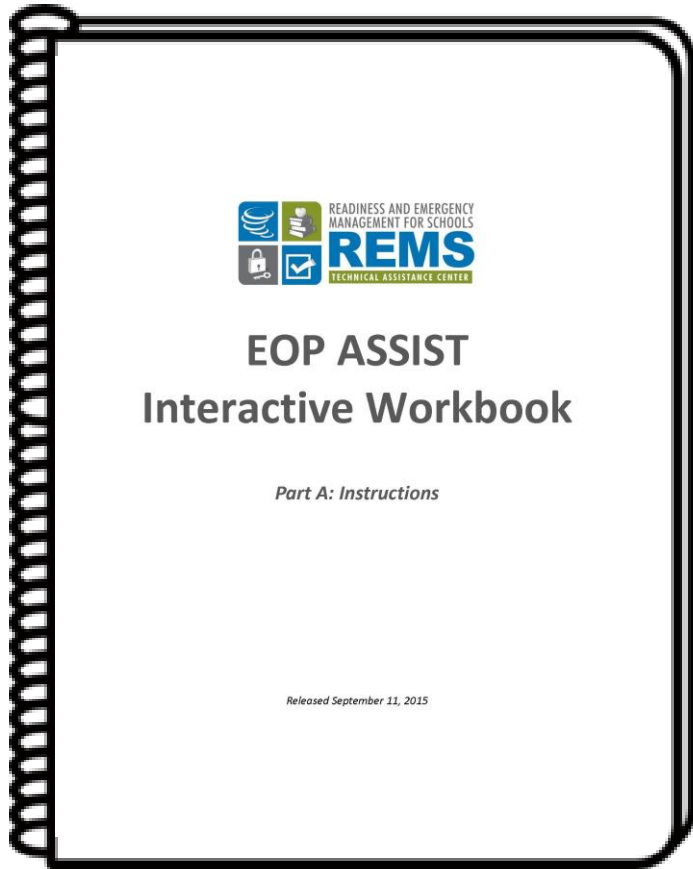
<http://rems.ed.gov/EO>  
[PASSIST](#)

# Overview of EOP ASSIST Products

- September 2015: OSHS & REMS TA Center are releasing the EOP ASSIST 2.0 Update
  - Includes same essential features as first release, though features are updated
  - Enhanced management features
  - State-level hosting
  - Expanded IT compatibility



# Overview of EOP ASSIST Products



September 2015: OSHS & REMS TA Center will release the *EOP ASSIST Interactive Workbook*:

- Offline version of the EOP ASSIST software
- Allows for state-level customization
- Only requires a PDF viewer and Microsoft Word for use

# EOP ASSIST: A Downloadable Tool

## State, District, or School Hosting

- States, districts, or schools download application from REMS Website, then host as an online tool on local servers.
- EOP data is private—the REMS TA Center & OSHS cannot access EOP data.
- Local control over the security of EOP data.

# EOP ASSIST Features

Features	Description
Planning Process	<ul style="list-style-type: none"><li>• Prompts users through six steps to create a school EOP*</li></ul>
MyEOP	<ul style="list-style-type: none"><li>• Exports plan content into a Word document</li></ul>
Resource Toolkit	<ul style="list-style-type: none"><li>• Resource side bar to support users through the process of developing the tool</li></ul>
Slide-Out Menu	<ul style="list-style-type: none"><li>• Navigation side bar to allow users to jump to any page within the planning process</li></ul>
Calendar	<ul style="list-style-type: none"><li>• Allows users to schedule meetings and deadlines</li><li>• District-level administrators can see all events in the district*</li></ul>
Users	<ul style="list-style-type: none"><li>• Different levels of access for state-level users, district-level users, and school-level users*</li><li>• Easy district-wide or state-wide EOP viewing*</li></ul>

\*Updated in EOP ASSIST 2.0

# EOP ASSIST Videos

- Video 1: The Features and Functions of EOP ASSIST
- Video 2: Creating a School EOP with EOP ASSIST: A Focus on the Planning Process



# EOP ASSIST 2.0 Software Update

- **Hosting at the state, district, or school level**
- **Recently enhanced software application**
  - Forms to input EOP data have enhanced formatting controls.
  - Enhanced management features for District Administrators and State Administrators.
- **Expanded IT compatibility**
  - MySQL and SQL Server

# Update to Calendar: Easier Event Viewing Across the District

MENU

School: Woodward Hills High School

Home

My Account

Calendar

Planning Process

My EOP

Users

Log Out

## Calendar

< > today

September 2015

month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	31	1	2	3	4	5
	8	10AM Woodward Hills High Sch	9	10	11:30AM Glen Forest Middle Si	12
	14	10AM Woodward Hills High Sch 2:30PM OSHS Test School-EO	16	17	3:30PM Saddlebrook Elementa 11:30AM Glen Forest Middle Si	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

**New Feature!**  
**District Administrators can view all EOP events across the district**

# Update to Users: Now 5 User Roles

MENU

School: Woodward Hills High School

Home

My Account

Calendar

Planning Process

My EOP

Users

Log Out

## Users

User Management | School Management | District Management | State Access

Create New User

Show 10 entries

Full Name	Email	User ID	Status	User Role	School
Aaron Banks	abanks@ed.gov	ABanks	Active	District Administrator	
Brian Bridges	sb@sb.edu	bribridges	Active	School User	Stoneybrook Midd
Harry Perez	hnp@ed.gov	HPerez	Active	District Administrator	
Michael Sullivan	mms@ed.gov	MSullivan	Active	District Administrator	
Samantha Spinney	sspinney@ss.org	sspinney	Active	District Administrator	
Samuel Smith	ss@ss.org	ssmith	Active	District Administrator	

Showing 1 to 6 of 6 entries

Previous 1 Next

**Super Administrators**  
**State Administrators**  
**District Administrators**  
**School Administrators**  
**School Users**

# Update to Users: Easier EOP Viewing for Administrators

MENU

School: Woodward Hills High School ▼

[Home](#)

[My Account](#)

[Calendar](#)

[Planning Process](#)

[My EOP](#)

[Users](#)

[Log Out](#)

## Schools

[User Management](#) | [School Management](#) | [District Management](#) | [State Access](#)

Create New School

Show 10 ▼ entries

School Name ▲	School Screen Name ◆	EOP ◆	Modify School ◆
Glen Forest Middle School		No Data	<a href="#">Edit</a>
Saddlebrook Elementary		No Data	<a href="#">Edit</a>
Stoneybrook Middle School	SMS	<a href="#">View</a>	<a href="#">Edit</a>
Test School		No Data	<a href="#">Edit</a>
Woodward Hills High School		No Data	<a href="#">Edit</a>
School Name	School Screen Name	EOP	Modify School

Showing 1 to 5 of 5 entries

Search:

**New Feature!  
EOP viewing in  
the School  
Management Tab**

Previous **1** Next

# Update to Users Section: Two-Door EOP Sharing Feature

MENU

School:

[Home](#) [My Account](#) [Calendar](#) [Planning Process](#) [My EOP](#) [Users](#) [Log Out](#)

**EOP State Access**

Logged in as: *sspinney* | Role: *District Administrator*

[User Management](#) | [School Management](#) | [District Management](#) | [State Access](#)

	Status	Action
State Access to My District's School EOPs	✔ Enabled	<input type="button" value="✘ Disable"/>

*State Administrator access to school EOPs in your district is currently enabled.*

**New Feature!**  
**Two-door sharing:**  
**States, districts,**  
**and schools can**  
**enable/ disable**  
**EOP sharing with**  
**the state**

# How to Access & Install EOP ASSIST

Register

Receive an email with directions for downloading application files & manuals

Install

Files onto institution's local server and make accessible via a link on the institution's website

Use

Via institution's website as a state-, district- or school-level practitioner

**Now compatible with MySQL and SQL Server 2012 database systems**

# *EOP ASSIST Interactive Workbook*

- **Part A: Instructions**
  - Walks users through the six-step planning process.
  - Provides instructions for completing Part B.
  - Includes the same resources included in the software’s Resource Toolkit, included as “Supplementary Resources.”
- **Part B: Worksheets**
  - Users fill out worksheets according to Part A.
  - Part B ultimately becomes the EOP.
  - Users are provided with instructions on formatting the worksheets into a school EOP.

# Part A: Instructions

## Step 2: Understand the Situation

Now that your school has a collaborative planning team, you will develop your school's EOP. Step 2 will prompt you to develop a comprehensive, yet prioritized list of

### Develop a Comprehensive List of Pos

Your team's first task is to develop a comprehensive list of data sources, including school and district data, and information from the school's partners; and information from the school's

### Evaluate Risks and Vulnerabilities of Pos

After your team develops a comprehensive list of data sources, evaluate the risk and vulnerability of each data source. Your planning team to prioritize and refine the school EOP.

### Outcome of Step 2

At the conclusion of Step 2, your plan will be carried forward to Step 3. In Step 3, you will develop to address those prioritized threats and

Please use **Worksheets 29–39 (pg. 35–45)** to develop goals and objectives for each selected threat and hazard. Please use **Worksheet 3 (pg. 8)** to document any cross-cutting functions that are referred to in the goals and objectives developed for threats and hazards.

Begin by typing the respective threat or hazard above the table. Then, type your goals and objectives into the designated table cells. You may add rows to the table (as you would with any other table in Microsoft Word) if your team needs to develop multiple objectives in support of a single goal. Then, for each goal and objective, use **Worksheet 3 (pg. 8)** to mark the goal and objective as applicable. Recommended functions are preloaded on **Worksheet 3 (pg. 8)** as well as applicable. You may add new functions to the list on **Worksheet 3 (pg. 8)** as well as applicable. Be sure to save your work (File > Save) after you have completed the remaining threats and hazards.

### Develop Goals and Objectives for Functions

After identifying functions, the planning team should develop goals and objectives for each function. As with the goals already identified for threats and hazards, indicate the desired outcome for (1) before, (2) during, and (3) after the function has been executed. The goals and objectives developed for these functions will be carried forward to the next step in the planning process—Step 4—which will prompt your planning team to develop courses of action for accomplishing the goals and objectives established here. Ultimately, the goals, objectives, and courses of action developed for each function will form the Functional Annexes section of your school EOP.

Please use **Worksheets 18–28 (pg. 24–34)** to develop goals and objectives for each selected function identified in **Worksheet 3 (pg. 8)**.

- Guidance
- Action steps
- Supplemental resources






# Converting Worksheets to a School EOP

- Part A details instructions for this process, including:
  - How to convert the tables included in some worksheets to text, if needed.
  - How to delete worksheets devoted to pre-work, not the final EOP.
  - How to delete references to “worksheet.”
- Formatted headings in Part B are maintained.
  - This enables easy creation/updating of the table of contents.

# Technical Requirements

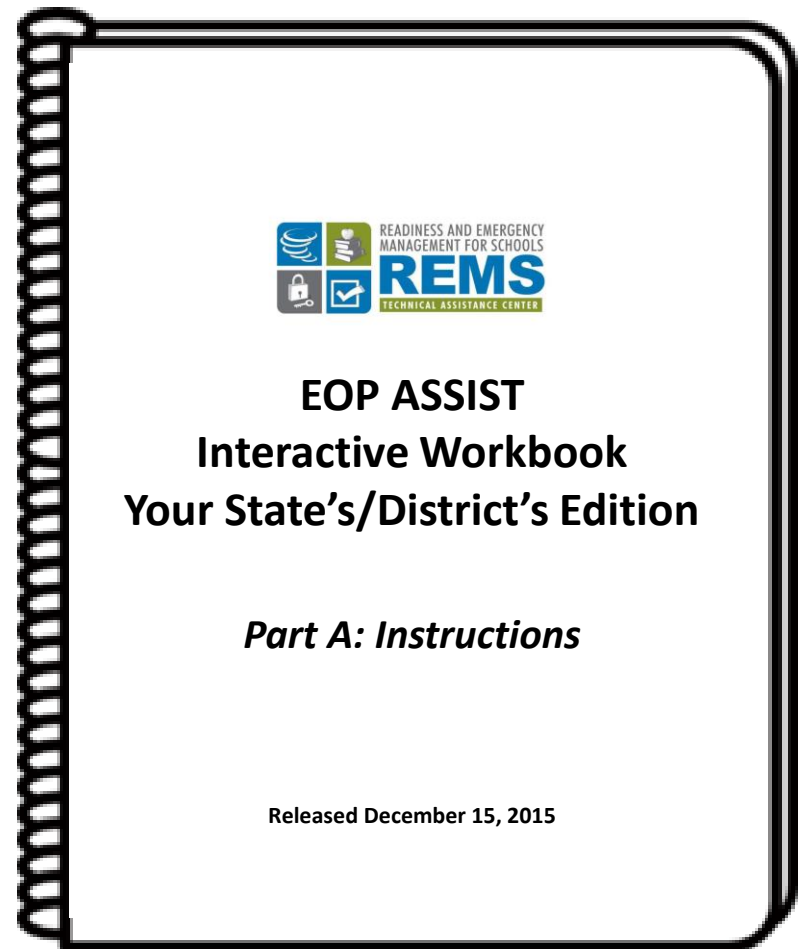
- **Part A: Instructions**—Provided as a PDF or Microsoft Word document.
- **Part B: Worksheets**—Provided as a Microsoft Word document.
- **Technical requirements:**
  - Microsoft Word
  - PDF Viewer



An Internet connection is helpful, but not necessary for use

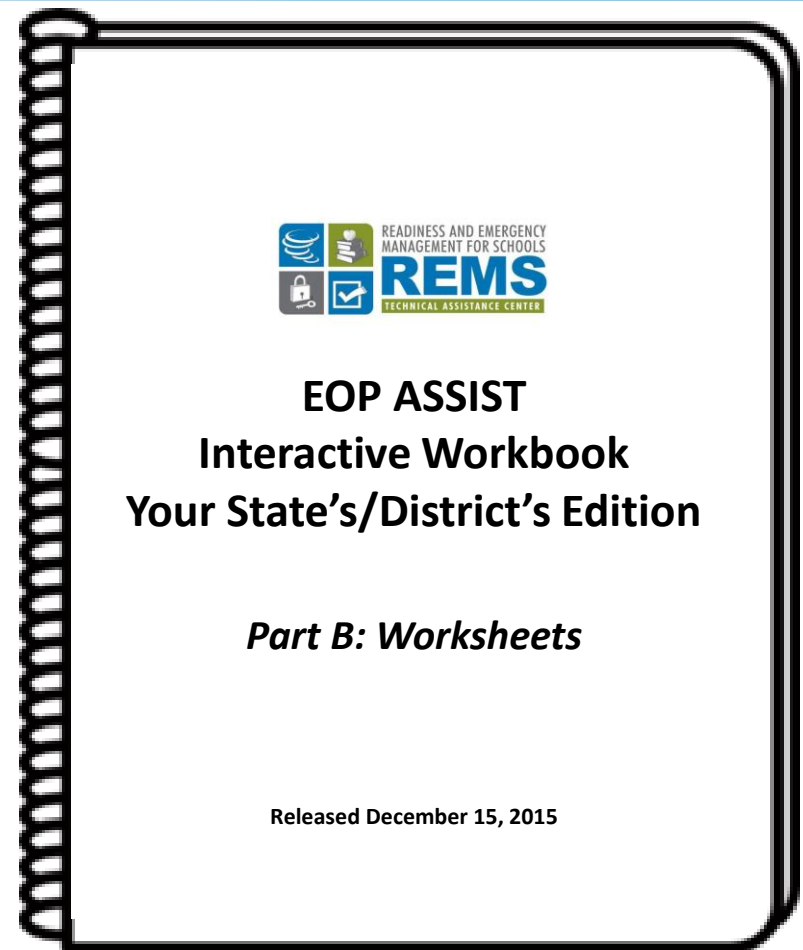
# Customization of the *EOP ASSIST* *Interactive Workbook*

- Part A: Instructions—  
Provided as a PDF or  
Microsoft Word  
document.
- States/districts may  
customize guidance  
included to align with  
state and local  
requirements.



# Customization of the *EOP ASSIST* *Interactive Workbook*

- Part B: Worksheets—  
Provided as a  
Microsoft Word  
document.
- States/districts may  
prepopulate required  
EOP information into  
the worksheets before  
disseminating to  
schools.



# EOP ASSIST Resources

<http://rems.ed.gov/EOPASSIST.aspx>

- **How To:**
  - *EOP ASSIST 2.0 Installation Manual*
  - *EOP ASSIST 2.0 User Manual*
  - EOP ASSIST Video Tutorials
  - REMS Help Desk
    - info@remstacenter.org
    - 1-855-781-REMS [7367]
- **Information Dissemination:**
  - EOP ASSIST Product Description (Flyer)
  - EOP ASSIST PowerPoint Presentation
- **Networking:**
  - EOP ASSIST Forum on Community of Practice

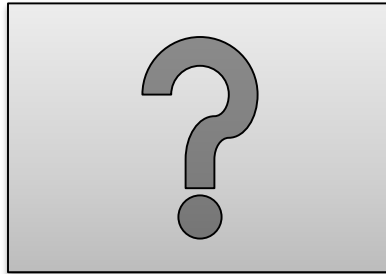
# What is the CoP and How Can I Join?

The CoP is a powerful resource for schools, school districts, institutions of higher education, and their community partners to collaborate on special projects, share news and resources, discuss trends and ideas, and learn from the experiences of others in the field. It offers a variety of forums to exchange ideas and resources with practitioners who do similar work.

We invite you to visit <http://rem.s.ed.gov/COP/Default.aspx> to join.

If you have any questions or issues accessing the CoP, please contact the REMS TA Center at [info@remstacenter.org](mailto:info@remstacenter.org).

# Q&A Session



# Questions?



# Further Information



Phone: (855) 781-7367 (REMS)  
Email: [info@remstacenter.org](mailto:info@remstacenter.org)

<http://remstacenter.org>

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Guide*

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of Practice!

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Trainings

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Training