



Developing Emergency Operations Plans (EOPs) IHE 101

Live and Virtual Trainings by Request

In partnership with the U.S. Department of Education, Office of Safe and Supportive Schools, the Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center is pleased to offer the *Developing Emergency Operations Plans (EOPs) IHE 101* training topic in two formats: Train-the-Educator (TtE) and Train-the-Trainer (TtT). Available through the [Live Trainings by Request](#) and [Virtual Trainings by Request](#) programs, this training presents information on how institutions of higher education (IHEs) can collaborate with their local government and community partners to plan for potential emergencies through the creation of a high-quality higher ed emergency operations plan (EOP). For each training modality, the REMS TA Center will provide — free of charge — training materials, as well as one or more live subject matter expert trainers and staff support for the event hosted at your site or online.



Live Training by Request

Facilitated on-site at your school, school district, or education agency



Virtual Training by Request

Delivered online through a videoconference platform

Learn key considerations for creating, revising, or enhancing higher ed EOPs using the recommended six-step planning process, outlined in the [Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education](#). The training is designed to help IHEs develop a custom plan that addresses a range of hazards and threats, 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 training is flexible and can be adapted to accommodate an IHE's unique characteristics and situation. Below, you will find information about each synchronous training format.

	Live Training by Request	Virtual Training by Request
Train-the-Educator	4 hours in length 50 minimum participants 150 maximum participants	2.5 hours in length 50 minimum participants 475 maximum participants
Train-the-Trainer	8 hours in length 25 minimum participants 150 maximum participants	<i>This format is currently not available.</i>



IHE 101 Train-the-Educator (TtE)

This half-day training presents important Federal guidance on higher ed emergency management planning. It provides an overview of the recommended six-step planning process to create a high-quality higher ed EOP.

WHO SHOULD ATTEND

- ✓ IHE administrators, faculty, and staff;
- ✓ Members of an IHE planning team;
- ✓ Campus public safety officials;
- ✓ Students;
- ✓ Individuals who have a role or responsibility in campus safety, security, and emergency preparedness; and
- ✓ Community partners.

IHE 101 Train-the-Trainer (TtT)

This full-day training follows a format similar to that of the Train-the-Educator but goes further into the six-step planning process recommended for creating a high-quality EOP. It is intended to build the capacity of your institution by creating a cadre of master trainers to deliver future trainings.

WHO SHOULD ATTEND

- ✓ Potential master trainers from participating IHEs responsible for training site-based planning teams; and
- ✓ The same audience as for the TtE.

NEXT STEPS

APPLY



Complete and submit the Training by Request Host Site Application Form to info@remstacenter.org at least 45 days prior to the requested training date. You will receive an email notification acknowledging receipt of the application within 3 days of applying. If you do not receive this, please contact the Help Desk at (855) 781-7367 [REMS] or info@remstacenter.org.

AWAIT CONFIRMATION



The REMS TA Center and the U.S. Department of Education review the application. If it is approved, we will send an email with documents attached, including a Host Site Agreement and Planning Checklist. If the application is not approved, we will send an email with instructions for resubmittal.