

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

TRAININGS BY REQUEST

## Developing Emergency Operations Plans (EOPs) K-12 101 Train-the-Trainer (TtT) Training

*An overview of recommended planning processes and key considerations for creating, revising, or enhancing school emergency operations plans (school EOPs)*

The **Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center**, on behalf of the **U.S. Department of Education's Office of Safe and Healthy Students**, is pleased to offer the "Developing Emergency Operations Plans (EOPs) K-12 101 Train-the-Trainer (TtT) Training." This on-site, 8-hour training presents important Federal guidance on school emergency management planning.

### TRAINING DESCRIPTION

Each school day, our nation's schools are entrusted to provide a safe and healthy learning environment for approximately 55 million elementary and secondary school students in public and nonpublic schools. In June 2013, the Obama Administration released the [Guide for Developing High-Quality School Emergency Operations Plans](#) (*School Guide*) which provides an overview of Federal guidance on school emergency management planning.

The *School Guide*, produced by the U.S. Departments of Education; Justice, led by the Federal Bureau of Investigation; Homeland Security, led by the Federal Emergency Management Agency; and Health and Human Services, incorporates lessons learned from recent events, like the school shooting in Newtown and the tornadoes in Oklahoma, as well as years of emergency planning work by the Federal government, to present a recommended process, important

emergency operations plan (EOP) development.

In collaboration with their local government and community partners, schools can take steps to plan for these potential emergencies through the creation of a high-quality school EOP. With this K-12 101 TtT TBR, an expert team will train potential master trainers on the recommended six-step planning process to create a high-quality school EOP, which includes the following:

- Step 1: Forming a Collaborative Planning Team
- Step 2: Understanding the Situation
- Step 3: Determining Goals and Objectives
- Step 4: Plan Development
- Step 5: Plan Preparation, Review, and Approval
- Step 6: Plan Implementation and Maintenance

### WHO SHOULD ATTEND?

Potential master trainers from participating schools and districts responsible for training site-based planning teams interested in creating, revising, or enhancing school EOPs; school staff who serve, or will serve, on their school or school district's EOP planning team; and other interested community stakeholders, including first responders, emergency medical services personnel, law enforcement, and others.

### TRAINING DETAILS

- When:** Friday, April 27, 2018  
**Time:** 8:00 am – 3:30 pm (Registration begins at 7:30 am)  
**Where:** Eastern Illinois Area Special Education  
5837 Park Drive  
Charleston, IL 61920  
**Cost:** NO CHARGE

Register for this training session online at:

<https://events.r20.constantcontact.com/register/eventReg?oeidk=a07ef0255o4da6b1551&oseq=&c=&ch=>

Registration for this event closes Friday, April 20, 2018 at 5:00 pm Eastern Standard Time.



If you have questions or need additional assistance, please contact the REMS TA Center at (855) 781-REMS (7367) or [info@remstacenter.org](mailto:info@remstacenter.org).

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