

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

Managing Donations and Volunteers Before, During and After Major Emergency Events at Schools, School Districts, and Institutions of Higher Education Resource Guide

GUIDELINES, PUBLICATIONS AND TOOLKITS

Managing Donations and Volunteers as a Part of Education Agency Emergency Management Fact Sheet. A fact sheet that highlights why this topic is important in the context of school and higher ed emergency planning and that shares lessons learned from the state, local, national, and federal perspective. https://rems.ed.gov/docs/Donations_Volunteers_FactSheet_508C.pdf

Federal Guide for Developing High-Quality School Emergency Operations Plans (School Guide) (PDF and At-A-Glance Versions). A guide developed through the collaboration of six federal agencies to support school core planning teams as they write high-quality EOPs that address all hazards. PDF Version available at http://rems.ed.gov/docs/REMS_K-12_Guide_508.pdf.

At-a-Glance Version available at <http://rems.ed.gov/K12GuideForDevelHQSchool.aspx>.

Federal Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education (IHE Guide) (PDF and At-A-Glance Versions). A guide developed through the collaboration of six federal agencies to support higher ed core planning teams as they write high-quality EOPs that address all hazards. PDF Version available at http://rems.ed.gov/docs/REMS_IHE_Guide_508.pdf.

At-a-Glance Version available at <http://rems.ed.gov/IHEGuideIntro.aspx>.

Building Blocks to School Safety—A Toolkit for Schools and School Districts for Developing High-Quality Emergency Operations Plans. A toolkit that provides a compendium of key resources for practitioners in school emergency management who are interested in gaining an understanding of the recommendations in the *School Guide*. Available at http://rems.ed.gov/docs/BuildingBlocksToSchoolSafety_ToolkitForEOPs.pdf.

Some of the resources included in the *Building Blocks to School Safety* toolkit including the following:
others:

- **REMS TA Center Informational Resources for K-12 Schools, by Topic.** A document that provides an overview of resources developed and offered by the REMS TA Center; it is organized based

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on relevant topics in school emergency management.

- **REMSExpress (Volume 5, Issue 2, 2014): Principles for Creating a High-Quality School Emergency Operations Plan.** A publication that shares key planning principles for consideration in EOP development.
- **REMSExpress (Volume 5, Issue 4, 2014): K-12 Six-Step Planning Process.** A publication that provides an overview of the six-step planning process recommended for EOP development in the *School Guide*.
- **Checklist of Steps in Planning Process.** A checklist to help individuals and school core planning teams summarize key elements that will help schools develop a systematic approach to EOP development.

EOP INTERACTIVE TOOLS

- **SITE ASSESS.** A mobile application allows school and school district personnel to walk around a school building and grounds and conduct a comprehensive site assessment. Available at <https://rems.ed.gov/SITEASSESS.aspx>.
- **EOP ASSIST 3.0.** A software application for state agencies, individuals, and planning teams from K-12 schools and school districts who want to create or update a school EOP according to the federal six-step planning process. Available at <https://rems.ed.gov/EOPASSIST/EOPASSIST.aspx>.
- **EOP ASSIST Interactive Workbook.** A print-based workbook for K-12 schools and school districts that would like to create or revise their school EOP, but cannot or do not wish to download and install the EOP ASSIST 2.0 software application on a local server. Available at <https://rems.ed.gov/EOPASSISTInteractiveWorkbook.aspx>.
- **EOP ASSESS.** A web-based application for individuals and planning teams at K-12 schools, school districts, and IHEs who need to assess the elements critical to the process of creating and maintaining high-quality EOPs. Available at https://rems.ed.gov/Assessment/K-12/A_Demographic.aspx.
- **EOP EVALUATE.** A web-based application for individuals and planning teams at K-12 schools, school districts, and IHEs who need to evaluate an established EOP. Available at <https://rems.ed.gov/EOPEvalTool/K12IHEEvalTool.aspx>.

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VIRTUAL TRAININGS AND DOWNLOADABLE PACKAGES

Online Courses on Key Topics in School Emergency Management

- **Developing EOPs 101 Online Course.** An online course that provides information about the development, assessment, review, implementation, and maintenance of a school EOP according to the federal *Guide for Developing High-Quality School Emergency Operations Plans*. Available at <https://rems.ed.gov/trainings/CourseK12EOP.aspx>.
- **Developing a COOP Annex Online Course.** An online course designed to help users learn the purpose and goals of a COOP Annex, identify the circumstances that lead to COOP Annex activation, and develop a COOP Annex aligned with Steps 3 and 4 of the six-step planning process. Available at <https://rems.ed.gov/trainings/CourseCOOP.aspx>.

Visit the Online Courses page of the REMS TA Center site to view online courses developed by the TA Center in collaboration with the ED's OSHS. Available at https://rems.ed.gov/trainings/course_k12.aspx.

Webinars and Web Chats

- **Conducting K-12 Site Assessments With SITE ASSESS.** A webinar that offers information about SITE ASSESS, the REMS TA Center's latest EOP Interactive Tool and first ever mobile application designed to support education agencies—both public and nonpublic—with examining the safety, security, accessibility, and emergency preparedness of a school building and grounds. <https://rems.ed.gov/SITEASSESSWebinar.aspx>
- **An Overview of the *Guide for Developing High-Quality School Emergency Operations Plans*.** A webinar that offers information about the contents of the *School Guide* and resources to support the development of a high-quality school EOP. Available at <https://rems.ed.gov/DevelopingHigh-QualityEmergencyOperationsPlans.aspx>.
- **EOP ASSIST: Features, Functions, and Recent Enhancements.** A webinar that outlines the features and functions of the EOP ASSIST software application. A demonstration of the software application and information about the offline version of the tool, the EOP ASSIST Interactive Workbook, is also provided. Available at <https://rems.ed.gov/EOPASSISTFeaturesandRecentEnhancements.aspx>.

Visit the Webinars page of the REMS TA Center site to view additional webinars developed by the TA Center in collaboration with the U.S. Department of Education's Office of Safe and Healthy Students and federal partners. Available at https://rems.ed.gov/TA_Webinars.aspx.

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Specialized Training Packages on Key Topics in Emergency Management

- **Overview of the Six-Step Planning Process.** A specialized training package that outlines the National Preparedness Goal, the five preparedness missions, and the six-step planning process.
- **Continuity of Operations Planning.** A specialized training package that provides guidance specific to creating a Continuity of Operations (COOP) Functional Annex, as well as integrating this annex into the six-step planning process.
- **Integrating the Needs of Students and Staff with Disabilities and Other Access and Functional Needs.** A specialized training package that outlines multiple approaches for incorporating the needs of students and staff with disabilities and other access and functional needs as part of the six-step planning process.

ON-SITE TRAININGS BY REQUEST

- ***Developing Emergency Operations Plans (EOPs) K-12 101 Train-the-Educator Training.*** An on-site, 4-hour training opportunity that provides school personnel, planning team members, and community stakeholders with an overview of the recommended planning processes and key considerations for creating, revising, or enhancing school EOPs. Available at https://rems.ed.gov/Docs/K-12_101_MarketingFlyerv2.pdf.
- ***Developing Emergency Operations Plans (EOPs) K-12 101 Train-the-Trainer Training.*** An on-site, 8-hour training opportunity that provides potential master trainers, school personnel, planning team members, and community stakeholders with an overview of the recommended planning processes and key considerations for creating, revising, or enhancing school EOPs. Available at <https://rems.ed.gov/Docs/K-12%20101%20Tt%20Marketing%20flyer%20102014.pdf>.
- ***Developing Emergency Operations Plans (EOPs) IHE 101 Train-the-Educator Training.*** An on-site, 8-hour training opportunity that provides potential master trainers, higher ed personnel, planning team members, and community stakeholders with an overview of the recommended planning processes and key considerations for creating, revising, or enhancing higher EOPs. Available at http://rems.ed.gov/Docs/IHE_101_Marketing_Flyer.pdf.
- ***Developing Emergency Operations Plans (EOPs) IHE 101 Train-the-Trainer Training.*** An on-site, 8-hour training opportunity that provides potential master trainers, higher ed personnel, planning team members, and community stakeholders with an overview of the recommended planning processes and key considerations for creating, revising, or enhancing higher EOPs. Available at <http://rems.ed.gov/Docs/IHE%20101%20Tt%20Marketing%20flyer%202014.pdf>.