

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

*An overview of recommended planning processes and key considerations for creating, revising, or enhancing EOPs for institutions of higher education (IHEs)*

The **REMS TA Center**, in partnership with the **U.S. Department of Education, (ED) Office of Safe and Healthy Students (OSHS)**, is pleased to offer the "Developing Emergency Operations Plans (EOPs) IHE 101 Train-the-Trainer (TtT) " (IHE 101 TtT) Training by Request (TBR). This on-site, 8-hour TBR presents important Federal guidance on emergency management planning for IHEs.

### TRAINING DESCRIPTION

Our nation's postsecondary institutions are entrusted to provide a safe and healthy learning environment for students, faculty, and staff who live, work, and study on campus. Faced with emergencies ranging from fires, tornadoes, floods, hurricanes, earthquakes, to pandemic influenza and other infectious diseases, and active shooter situations, this is no easy task. It is critical for IHEs to plan ahead to help ensure the safety and general welfare of all members of the campus community.

In June 2013, the Obama Administration released the [\*\*Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education\*\*](#) (*IHE Guide*) which provides an overview of Federal guidance on IHE emergency management planning. The IHE Guide, produced by ED; the U.S. Departments of Education; Justice, led by the Federal Bureau of Investigation; the U.S. Department of Homeland Security, led by the Federal Emergency Management Agency; and U.S. Department of Health and Human Services, incorporates lessons learned from recent events, as well as years of emergency planning work by the Federal government, to present a recommended process, important content elements, and key considerations for higher ed emergency operations plan (higher ed EOP) development. Lessons learned from emergencies involving IHEs highlight the importance of preparing IHE officials and

first responders to implement higher ed EOPs. In collaboration with their local government and community partners, IHEs can take steps to plan for these potential emergencies through the creation of a high-quality higher ed EOP. With this IHE 101 TtT TBR, an expert team will train potential master trainers on the recommended six step planning process to create a high-quality higher ed 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

This six step planning process is designed to help IHEs develop a plan, 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 IHE 101 TtT TBR is flexible and can be adapted to accommodate an IHE's unique characteristics and situation.

### WHO SHOULD ATTEND?

The IHE 101 TtT TBR is designed for potential master trainers from participating IHEs responsible for training site-based planning teams interested in creating, revising, or enhancing higher ed EOPs. The training is also applicable for IHE personnel who serve, or will serve, on their IHEs EOP planning team; and other interested stakeholders, including first responders, emergency medical services personnel, campus and/or public health officials, campus and/or city police, students, and other campus and community partners.