

## **EPS SERVICES MENU**

### **EXECUTIVE SEMINAR**

EPS will conduct the FEMA G367 Emergency Management for Campus Executives Course (Approx. 3 hours) to be held on your campus on a date to be mutually agreed upon by both parties. This training will include:

- A detailed overview of Executive Level Emergency Management
- An overview of past and future training
- An overview of the risk assessment process
- A brief campus-specific tabletop exercise
- Review and evaluation of the exercise
- All training materials

### **MULTI-HAZARD EMERGENCY MANAGEMENT COURSE**

EPS will conduct the 3-day, FEMA L363 Multi-Hazard Emergency Management for Higher Education course to be held on your campus on mutually agreed upon dates. This training will include:

- EPS will provide instructors for each day and will coordinate with FEMA for program support
- A detailed overview of Emergency Management, Emergency Operations Center Operations, and the Incident Command System
- Conducting a Hazard Analysis and Risk Assessment
- Partnering with Stakeholders and Assembling a Planning Team
- Developing and Testing an Emergency Operations Plan
- Recovering from an emergency
- 2 campus-specific exercises
- Review and evaluation of all exercises
- All training materials

### **ACTIVE SHOOTER/WORKPLACE VIOLENCE TRAINING**

EPS will develop and conduct a 45-60-minute Active Shooter/Workplace Violence presentation or train-the-trainer program to be delivered by your security department and community partners.

### **CUSTOMIZED EMERGENCY MANAGEMENT TRAINING**

EPS will develop, conduct and evaluate customized Emergency Management training as desired to meet your needs.

### **EMERGENCY OPERATIONS PLAN (EOP) SPECIFIC TRAINING**

Following completion of EOP Development, or review of your EOP, EPS will conduct 1 additional day of EOP specific training including:

- Faculty, Staff, TA and Student Awareness Level Training
- Multiple 1.5-hour sessions provided throughout the day to accommodate everyone

### **EXERCISE DESIGN & FACILITATION**

EPS can assist in designing and/or facilitating drills and exercises that meet Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

**Drill:** A drill is a coordinated, supervised activity usually employed to validate a specific function or capability. Drills can be used to provide training on new equipment, validate procedures/protocols or practice and maintain current skills. Some common examples would be fire, tornado, active shooter or mass/emergency notification system test.

**Tabletop Exercise:** A tabletop exercise is a discussion-based exercise regarding a hypothetical, simulated emergency. It can be a very basic event or quite complex. Participants apply their knowledge and skills to a list of problems presented by a facilitator, problems are discussed as a group and resolution is reached and documented for later analysis.

**Functional Exercise:** A functional exercise is designed to have participants actually perform the tasks required in their planning documents. It is conducted in a realistic, real-time environment; however, movement of personnel and equipment is often simulated. A Simulation Cell (SimCell) delivers injects to keep exercise moving along to reach exercise objectives.

**Full-Scale Exercise:** Full-scale exercises are typically the most complex and resource-intensive types of exercise. They are intended to mimic a real incident. They involve multiple agencies, organizations and jurisdictions and validate many facets of preparedness. Personnel and resources may be mobilized and deployed to the scene and actions are performed as if the incident were real.

## **RISK/HAZARD VULNERABILITY ASSESSMENTS**

---

EPS staff have helped develop a Hazard Vulnerability Assessment tool that has been adopted by FEMA and is used by countless institutions across the country. The tool is easily customizable to fit any organization's requirements. We can come in and facilitate the identification of hazards and risk that can affect your organization so that you can determine whether to pursue planning to prevent the hazard from occurring in the first place or mitigating the impacts if it were to occur. By identifying risks/hazards, determining their probability and the magnitude of impacts to your organization, your facilities and to your organization's reputation, management can then prioritize what resources will be expended to prepare for or mitigate against them. If you already have a tool, we can assist your organization through the process.

## **COMPREHENSIVE EOP REVIEW**

---

EPS will conduct a comprehensive review of your Emergency Operations Plan based on the most current national standards and best practices, and provide you with a detailed report on our finding with suggestions for improvement.

## **EMERGENCY OPERATIONS PLAN DEVELOPMENT FACILITATION**

---

EPS will facilitate the development of your (EOP). This plan development is typically completed within four to six months of kickoff. This facilitation will include site-visits, actively working with your core planning team to accomplish the following:

- Facilitate a Hazard Analysis and Risk Assessment for your campus
- Facilitate the development of an Emergency Operations Plan for your campus to include:
  - NIMS Compliance
  - Base Plan
  - Direction and Control
  - Functional and Hazard-Specific Annexes
  - Business Continuity Base Plan
  - All necessary attachments
- This includes:
  - A maximum of three on-site visits per campus (not to exceed 6 days total)
  - All document preparation and formatting
  - Unlimited phone and email support during the process
  - All additional materials as needed

### **DEVELOP ENS POLICY, TRAINING & TESTING DOCUMENTATION**

EPS will facilitate the development of your emergency notification system policy, training standards and testing documentation that follows best practices and the Higher Education Opportunity Act of 2008. This development is typically completed within three to six weeks of the kickoff meeting. This facilitation will include actively working with your core planning team to accomplish the following:

- Facilitate the development of an emergency notification system policy
- Facilitate the development of training standards for those that have authority to authorize a message and for those that have access to send a message
- Facilitate the development of a testing document that can be used for monthly, quarterly and/or each semester to testing the ENS
- This includes:
  - All document preparation and formatting
  - Unlimited phone and email support during the process
  - All additional materials as needed

### **EMERGENCY NOTIFICATION SYSTEM INTEGRATION DESIGN & RFP ASSISTANCE**

EPS will facilitate the re-design of your ENS, write the Request for Proposal (RFP) for components and assist in the evaluation of proposals received. This process will include:

- Facilitate the re-design of the ENS
- Facilitate the drafting of the RFP
- Assist in publishing the RFP
- Facilitate the evaluation process based on proposals received
- This includes:
  - A minimum of two on-site visits

### **SITE SECURITY ASSESSMENTS**

EPS will conduct a comprehensive security review of your facilities based on the most current national standards and best practices, and provide you with a detailed report on our findings with suggestions for improvement. This process will include:

- Facilitate a physical security evaluation (per Department of Homeland Security guidelines and national best practices ) of the interior and exteriors of your facilities during both daytime and nighttime hours, including lighting, cameras and access control
- Analyze security staffing models and employee response procedures
- Review emergency/mass notification system and policies
- Conduct a preliminary review of emergency response procedures
- Provide a comprehensive report of the findings plus recommendations for mitigation efforts to improve security and emergency management

## **CRISIS-READY CAMPUS PROGRAM**

EPS is proud to announce our latest program designed to keep your campus on the forefront of emergency management preparedness. Our **Crisis-Ready Campus** certification is an ongoing minimum training standards program designed to keep your campus prepared for any emergency that might occur. Achieving and maintaining this certification ensures your executives, first responders, faculty, staff, and students are current in the latest campus emergency management training and best practices.

**Crisis-Ready Campus** certification further ensures your campus has the highest quality Emergency Operations Plan (EOP), that it is National Incident Management System (NIMS) compliant, and that it has been reviewed and revised by EPS on an annual basis. Lastly, **Crisis-Ready Campus** certification ensures your campus will maintain an adequate number of trained personnel to staff your Emergency Operations Center (EOC) and Executive Policy Group, including trained backups for every function.

**Crisis-Ready Campus** certification is achieved after the first year of the ongoing program and is maintained as long as your institution remains current on all program standards. All training, plan development, document review, and recertification will be conducted by EPS staff. The first two years of the **Crisis-Ready Campus** certification program are designed to raise your institution to an expert emergency management level and include the bulk of the training and plan development. Year three and beyond are intended for re-currency training and plan maintenance to keep you at the pinnacle of emergency management proficiency.

Year 1	Year 2	All subsequent years
Executive Seminar (3-hour)	Preparedness/Response Training to ensure 3-deep in all ICS positions (2-day)	EOC Operations Refresher Course (1-day)
Campus Hazard Analysis and Risk Assessment	EOC Operations Refresher Course (1-day)	Faculty/Staff/RA/TA/ Training (1-day)
Multi-Hazard Emergency Management Course (3-day)	Faculty/Staff/RA/TA/ Training (1-day)	Comprehensive EOP Review
EOP Facilitation Development	Comprehensive EOP Review	Campus Hazard Analysis and Risk Assessment
Faculty/Staff/RA/TA/ Training (1-day)	Campus Hazard Analysis and Risk Assessment	
Preparedness/Response Training to ensure 3-deep compliance (off-site as needed)		
Unlimited Support		

Once **Crisis-Ready Campus** Certification is achieved, your institution will be allowed to hold itself out as a **Crisis-Ready Campus**, market itself as a **Crisis-Ready Campus**, and display the **Crisis-Ready Campus** trademark as you see fit.



## **CRISIS COMMUNICATIONS PLANNING**

---

EPS will facilitate the development of your crisis communications plan which includes ENS message templates. This facilitation will include actively working with your core planning team and Public Affairs Department to accomplish the following:

- Facilitate the development of a crisis communications plan which includes messaging templates for likely encountered hazards/emergencies
- Facilitate the development of messaging templates for the ENS system
- This includes:
  - A maximum of two on-site visits
  - All document preparation and formatting
  - Unlimited phone and email support during the process
  - All additional materials as needed

**Note: Expenses are limited to those associated with travel and lodging such as mileage, airfare, parking, printing, hotel, rental car and meals.**