

The Center for Education Safety ask you to complete the ***District Emergency Operations Plan (EOP) Self-Assessment Tool***, to insure your school is served by a US Department of Education grant obtained by DESE to help schools identify any gaps and insure every school has a high quality emergency operations plan. Your District is not being graded, and there are no wrong answers.

Please be sure to complete the assessment no later than **April 10, 2015**. Upon completion you will be sent an 8 GB high quality USB thumb drive with emergency planning resources, as a “thank you” for completing the assessment. Additionally, your district will be eligible to win one of five (5) **free** registrations to the 2015 Missouri Safe Schools and Colleges Conference. This registration normally cost \$ 250. Five districts will be randomly selected from the ones who complete the tool by the deadline.

When you are completing the tool, please think about your emergency planning efforts as they were prior to October 1, 2014. We are being asked by the US Department of Education to both administer the initial survey, and also re-administer in March 2016, at the end of our current grant. This will help the US Department of Education determine if their efforts to help increase the quality of school emergency operations plans was effective, and if they need to ask Congress to invest additional funding in this effort.

This tool should be completed by the individual in the district who is most familiar with the district plan (school safety coordinator); all questions pertain to the **district plan** and **district-level planning**. Please answer each question as candidly as possible. This tool has no right or wrong answers. Participation and a candid response to this tool, as stated above, may also help us secure additional funding and other resources which can directly benefit your District. It should only take 15-20 minutes to complete.

Directions for Completing the Online *District EOP Self-Assessment Tool*

1. Please click on the following link to access the online tool:
http://seiservices.qualtrics.com/SE/?SID=SV_4Jf9mhS4nuku0Jv&state=MO
2. If you experience any difficulty loading the tool, please copy and paste the above link into a different browser (e.g., IE, Chrome, Firefox) and click enter.
3. Answer each question in the designated fields to the best of your knowledge.
4. After you submit the tool, email CES at info@moces.org with “Completed Assessment Tool” in the subject line and provide your name and school district to ensure you receive your thumb drive.

Please be sure to complete the survey no later than **April 10, 2015**. If you have any questions about how to complete this tool, please do not hesitate to contact us for further instruction at info@moces.org or click here <http://moces.org/about-moces/professional-staff-and-directory> for CES staff contact information. We look forward to continuing to work with you to support emergency management planning efforts in your district.