

## DEVELOPING HIGH-QUALITY SCHOOL EMERGENCY OPERATIONS PLANS

### October 24, 2016 WORKSHOP APPLICATION/SCHOLARSHIP FORM

This full day workshop provides an overview of Federal guidance on school emergency management planning, based on the *Guide for Developing High-Quality School Emergency Operations Plans* (2013). The training will be delivered by the Department of Education & Early Development in partnership with the Division of Homeland Security and Emergency Management.

This training will cover the six step planning process, designed to help schools and districts develop a plan, conduct a comprehensive review of their entire plan, or conduct periodic and incremental reviews of a plan's components. It will introduce participants to national and state resources and interactive planning tools and provide time for participants to work on creating, revising, or enhancing their school EOPs.

The workshop will be held in Anchorage on Monday, October 24 in conjunction with the 2016 Alaska School Health and Wellness Institute (October 25 and 26) at the BP Energy Center in Anchorage. Space is limited!

In order to receive a scholarship, participants must participate in the full day workshop on October 24<sup>th</sup> from 8:30 am to 4:30 pm. Participants employed by schools/districts are also encouraged to attend the second two days of the Institute, and may request travel assistance to do so. More information can be found at [www.akshwi.alaska.gov](http://www.akshwi.alaska.gov)

#### **Eligibility:**

The workshop is designed for school staff who serve, or will serve, on their school or school district's EOP planning team; and other interested community partners, including first responders, emergency medical services personnel, and law enforcement.

Participants must have district approval.

Funding from EED will cover travel-related expenses for up to three members per district, including : air fare, hotel costs, per-diem, and ground transportation for 1) pre-conference workshop only or 2) pre-conference and additional days of the Institute (optional). Course materials will be provided. The participant will be responsible for their own CEU costs.

All participants need to commit to completing the full day workshop and attending the Institute days (if applicable) in its entirety in order to be **reimbursed** by the Department of Education & Early Development (EED).

**OCTOBER 24, 2016**  
**DISTRICT TEAM APPLICATION/SCHOLARSHIP FORM**

*Developing High-Quality Emergency Operations Plans (EOPs) Workshop*

<b>School District</b>			
<b>Name (team leader)</b>			
<b>Title</b>			
<b>Phone</b>		<b>Fax</b>	
<b>E-mail</b>			
<b>Address</b>			
<b>City</b>		<b>AK</b>	<b>Zip</b>
<b>Name (team member)</b>			
<b>Title</b>			
<b>Phone</b>		<b>Fax</b>	
<b>E-mail</b>			
<b>Name (team member)</b>			
<b>Title</b>			
<b>Phone</b>		<b>Fax</b>	
<b>E-mail</b>			

**District Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please contact Patty Owen, [Patricia.Owen@alaska.gov](mailto:Patricia.Owen@alaska.gov) with additional questions on completing scholarship application (phone 907-465-2939)

**SCHOLARSHIP ESTIMATED COSTS**

*Developing High-Quality Emergency Operations Plans (EOPs)  
Workshop (Oct. 24, 2016) in conjunction with the  
Alaska School Health and Wellness Institute (Oct. 25-26, 2016)*

**Please estimate the costs below for financial assistance requested (one form per traveler). Districts are encouraged to cover some of these costs on their own.**

	<b>Estimated Costs</b>
<b>Travel/Airfare (or mileage)</b> Roundtrip to Anchorage from: _____	\$
<b>Registration Fees - No Cost</b>	\$ -0-
<b>Hotel @ \$99 per night plus 12% tax</b> Number of nights _____ Scholarship recipients <u>must</u> stay at the Residence Inn Anchorage Midtown	\$
<b>Per diem/ District rate per day =</b> \$ _____ per day x _____ days <b>Breakfast = \$ _____</b> <b>Lunch = \$ _____</b> <b>Dinner = \$ _____</b>	\$
<b>Ground Transportation/Parking</b> No rental cars allowed	\$
<b>TOTAL Requested</b>	\$

**Once your application has been approved, a staff development contract for reimbursement will be established and sent to your district’s business office.**

**Districts will be responsible for handling on-line registration, registration fees, transportation arrangements and other costs, and will be reimbursed after the event.**

Please [register now \(https://akshwi.eventbrite.com/\)](https://akshwi.eventbrite.com/) when applying for a scholarship, so we can reserve your space if/when you are awarded.

Email [patricia.owen@alaska.gov](mailto:patricia.owen@alaska.gov) or FAX (907-465-2713) application by the **deadline date of Monday, September 19th, 2016**