

# TRAINING ANNOUNCEMENT



FEMA

National Continuity Programs, Continuity of Operations, FEMA Headquarters and FEMA Region VIII and the South Dakota Office of Emergency Management (SDOEM)

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**COURSE:**

L: 550 -COOP PLANNER'S TRAIN-THE-TRAINER WORKSHOP

**DESCRIPTION:**

The Continuity of Operations (COOP) Planner's Train-the-Trainers Course is to provide COOP training for Program Managers at the Federal, State, Local, and Tribal levels of government. Federal Continuity Directive 1 (FCD-1) provides directive to the Federal Executive Branch departments and agencies for developing COOP plans and Programs. COOP plans facilitate the performance of essential functions during any situation which may disrupt normal operations. The goal of this workshop is to provide you with the tools and hands-on experience necessary to improve your departments' or agencies' Continuity of Operations (COOP) plans. This training includes a train-the-trainer module to equip the managers to facilitate the course to others.

**DATES /TIMES:**

July 26 – 28, 2011      July 26: 7:30 a.m. – 4:30 p.m.  
July 27: 8:00 a.m. – 4:30 p.m.  
July 28: 8:00 a.m. – 12:30 p.m.

**LOCATION:**

George S. Mickelson Law Enforcement Training Center  
State Emergency Operations Center – Classrooms C&D  
1302 East Highway 14  
Pierre, SD 57501

**This is a secure facility so you will be required to show a photo ID**

**OBJECTIVES:**

Upon completion of this workshop, participants should be able to do the following:

- Assess your department's/agency's current COOP plan;
- Relate the planning steps to each phase of COOP operations;
- Identify key persons who should be included in the COOP planning process;
- Identify areas requiring more detail in your current COOP plan and develop a strategy or strategies for resolving them;
- Analyze the risks and vulnerabilities related to your primary facility and the selection of alternate facilities;
- Revise or develop your department's/agency's COOP plans.

**COURSE  
PREREQUISITES:**

- Develop a strategy for testing, training, and exercising your COOP plans;
- Develop a Multi-Year Strategy and Program Management Plan to ensure continued maintenance and viability of your COOP plan;
- Train COOP Program Managers in the skills necessary to facilitate this course.
- Successful completion of COOP Managers Train-the-Trainer Course (B/E/L 548); or completion of Independent Study (IS) 546 Continuity of Operations (COOP) Awareness Course and IS 547 Introduction to COOP (Combination of IS 546 and IS 547);
- **A COOP plan (a final or draft plan will be required for activities during the workshop).**
- **It is recommended that 2 – 3 representatives of an agency or organization’s COOP Working Group (CWG) with knowledge of that agency’s Continuity Plan attend this course.**
- **Agency participants will use the Continuity Self-Evaluation Tool to assess their plans**

**ELIGIBILITY:**

Federal, State, local, tribal government employees as well as private sector representatives responsible for managing a COOP Program or developing COOP plans for their agency or organization.

**\* Please note: In order to participate in this course, all participants must bring their agency’s COOP plan to this course.**

**COSTS:**

There is no cost for the training; however, the employee’s office, directorate or agency is responsible for all travel costs associated with this training.

**APPLICATIONS:**

Please submit a FEMA Form 119-25-1 (General Admission, August 2010 version) using one of the options below:

<http://training.fema.gov/Apply/119-25-1%20Previously%20FF75-5.pdf>

**Also register using the South Dakota Emergency Management on-line registration form**

<https://apps.sd.gov/applications/ps03trainingreg/Registration.aspx>

Contact Charisse Fuqua, FEMA Training Specialist at e-mail: [Charisse.Fuqua@dhs.gov](mailto:Charisse.Fuqua@dhs.gov). Applications may also be faxed to (303) 235-4857.

Class participation is limited to 36 slots, so sign-up early!

Approved participants will receive notification from FEMA Region VIII National Preparedness Division.

Applicants with special needs should contact the Workshop Manager to arrange/discuss specific requirements.

**LODGING:**

Lodging arrangements are the responsibility of the student.

**APPLICATION  
DEADLINES:**

Wednesday, July 20, 2011

**COURSE CANCELLATION  
POLICY**

Forward an e-mail to [Charisse.Fuqua@dhs.gov](mailto:Charisse.Fuqua@dhs.gov)

**COURSE MANAGER:**

**Ken Hudson, FEMA Region VIII  
Regional Continuity of Operations Manager  
Denver Federal Center  
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Phone: (303) 235-4658  
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