



L550 COOP PLANNER'S TRAINING **March 22-23, 2012**

COURSE CONTENT: The Continuity of Operations (COOP) Planner's Train-the-Trainer Course is to provide COOP training for Program Managers at the Federal, State, Local, and Tribal levels of government. Federal Continuity Directive (FCD) 1 provides direction 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. This course is designed to provide the skills and knowledge to further develop and improve the overall quality and workability of COOP Plans.

Upon successful completion of this 2 day course, attendee will be able to: DESCRIBE THE IMPORTANCE OF COOP PLANNING TO THE DEPARTMENT/AGENCY'S OVERALL MISSION; COMPLETE AN ASSESSMENT OF AGENCY'S CURRENT COOP PLAN; DESCRIBE THE SIX STEPS IN THE COOP PLANNING MODEL; RELATE THE PLANNING STEPS TO EACH PHASE OF COOP OPERATIONS; IDENTIFY KEY PEOPLE WHO SHOULD BE INCLUDED IN THE COOP PLANNING PROCESS; IDENTIFY GAPS IN CURRENT PLANS, DEVELOP A STRATEGY TO ACQUIRE NEEDED INFORMATION; ANALYZE THE RISKS AND VULNERABILITIES RELATED TO THE SELECTION OF ALTERNATE FACILITIES; REVISE OR DEVELOP YOUR AGENCY COOP PLAN; DEVELOP/REVIEW A STRATEGY FOR TESTING, TRAINING, AND EXERCISING A COOP PLAN; DEVELOP/REVIEW A MULTI-YEAR STRATEGIC PROGRAM MANAGEMENT PLAN FOR CONTINUED MAINTENANCE/VIABILITY OF AGENCY COOP PLAN; **SUCCESSFULLY TEACH THE COURSE.**

TARGET AUDIENCE: This course is designed for Government employees with responsibility for managing a Continuity (COOP) Program.

LOCATION & TIME:

FEMA Federal Center
800 N. Loop 288
Denton, TX 76209
8:30 am - 4:30 pm

HOW TO APPLY: All applicants must submit a FEMA Form 119-25-1 plus this completed enrollment flyer to the DFW-FEB by **DEADLINE of March 14, 2012.** You may download the Forms from DFWFEB website: <http://dfwfeb.us>

FAX THIS COMPLETED ENROLLMENT FLYER & FEMA Form 119-25-1 TO :

Peggy Samuels @ FAX # 214-767-5380

**Or mail to DFWFEB at:
525 S. Griffin Street, Suite #870; Dallas, TX 75202**

NAME: _____ JOB TITLE: _____

AGENCY: _____ ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____ CONTACT PERSON: _____

Please direct any questions to the FEB at 214-767-5370