



FEMA Continuity of Operations Planner's Workshop (L550)

In conjunction with the Federal Emergency Management Agency (FEMA), Central Maine Regional Resource Center is providing a Continuity of Operations (COOP) Planner's Workshop for our region. This workshop will be held at **Central Maine Medical Center, 12 High Street, Lewiston, in the Conference Classroom** on the following dates:

<u>Training:</u>	<u>Date/Time/Location:</u>
COOP Day 1	Tuesday, May 2 nd , 2017; 8:30 am – 5:00 pm / Classroom H
COOP Day 2	Wednesday, May 3 rd , 2017; 8:30 am – 5:00 pm / Classrooms A/B/C

**Participants MUST complete both days to receive credit for training*

This FEMA COOP Planner's Workshop provides COOP training for program managers at the Federal, State, Local, and Tribal levels. 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 completion of this course, participants should be able to do the following:

- Describe the importance of COOP planning to your departments/agencies overall mission;
- Complete an assessment of your current COOP plan;
- Describe the six steps of the COOP planning model;
- Relate the planning steps to each phase of COOP operations;
- Identify key persons who should be included in the COOP planning process;
- Identify gaps in your 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 COOP plan;
- Develop/review a strategy for testing, training, and exercising your COOP plan;
- Develop/review a Multi-year Strategic Program Management Plan (MYSPMP) for continued maintenance/viability of your COOP Plan

Priority attendees: Healthcare Risk Managers, Emergency Managers and Health Care Coalition Partners

Documentation of the following pre-requisites is required (NOTE: only one of the two are required):

- ✓ E/L/G 548: COOP Program Managers Train-the-Trainer (the previous IS 548 version is acceptable)
- ✓ IS 547: Introduction to Continuity of Operations (COOP)

IS 547 is an independent study on-line program that takes about two hours to complete. This can be found at <https://training.fema.gov/is/courseoverview.aspx?code=is-547.a>

Please Note:

- If you have already completed applicable the pre-requisite(s), please fax a copy of the completion certificates with your registration form.
- If you have not completed the courses, you will have until April 24, 2017 to complete and fax the certificate into the Central Maine Regional Resource Center. ***Failure to complete the pre-requisite will result in you being withdrawn from this workshop.***

CMRRC activities are supported with funding and guidance from Maine Department of Health and Human Services, Maine CDC.



FAX or SCAN

TO: Kris Gammon, Operations Manager
Central Maine Regional Resource Center

FROM: _____

ORGANIZATION: _____

Phone: _____

E-Mail: _____ *(please print legibly)*

FAX: 207-795-2959 or Scan/Email to gammonkr@cmhc.org

SUBJECT: COOP Planners Workshop

I will be attending the FEMA COOP Planners Workshop scheduled for May 2nd and 3rd, 2017. The following documents are attached:

- E/L/G 548: COOP Program Manager Train-the-Trainer (or previous IS 548 version) **OR**
- IS 547: Introduction to Continuity of Operations (COOP)
- Form 119-25-1: FEMA Registration Form

_____ If prerequisite is not complete, I understand I have until April 24th, 2017 to complete and forward certificate(s) to you.

Prior to attending, you must also fill out the FEMA Standard Training Application (Form 119-25-1) which can be found at <https://training.fema.gov/apply/119-25-1.pdf>.

A FEMA Student Identification Number (SID) is required to register and participate in any training provided by FEMA. The FEMA SID will serve as your unique identifier. If you do not already have one you can quickly register at <https://cdp.dhs.gov/FEMASID>. If you have forgotten your number, you can also use this link to obtain it.

Please contact me at 207-795-2962 or e-mail gammonkr@cmhc.org if you have any questions. FEMA course POC is Nate Spada, Regional Continuity Manager, DHS/FEMA Region 1, 617-832-4745.