



Training Information Bulletin

TRAINING COURSE AVAILABLE UPON REQUEST

(G-548) CONTINUITY PROGRAM MANAGER (COOP)

Length: 2 Days

Cost:

There is no fee for the course. SOEM provides course materials and instructors. Food, lodging & transportation costs are the responsibility of participants.

Completion:

Participants who actively participate and attend all hours of the program will receive a Certificate of Completion for the course.

How to Request this Course:

Request this course through your County Emergency Manager. County Emergency Managers, please submit a course request form through your SOEM Regional Office

Contact Us:

New York State Office of Emergency Management
Training & Exercises Section
(518) 292-2351 or
OEMTraining@dhses.ny.gov
<http://www.dhses.ny.gov/oem/training/>

Description

This course describes the requirements for developing a continuity program as prescribed in Federal Continuity Directive (FCD) 1, Federal Executive Branch National Continuity Program and other requirements. The course covers roles and responsibilities of the Continuity Program Manager and other key players in developing a viable continuity program.

The Continuity of Operations (COOP) Manager's Course provides COOP training for Program Managers at the Federal, State, Local, and Tribal levels of government.

Participants will gain information and materials for participants to use in the development and implementation of COOP plans in their areas as part of catastrophic event preparedness.

Topics & Issues to be Covered

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

- Define Continuity of Operations;
- Explain the benefits of developing a viable continuity program;
- Identify the elements of a viable continuity program
- Identify the processes, resources and tasks necessary to implement and manage a successful COOP Program;
- Train future Continuity Program Manager Trainers.

Prerequisites

Completion of FEMA independent study is *strongly recommended*;

- IS-546 COOP Awareness
- IS-547 Intro to COOP

Who Should Attend

Class size is limited. Preference will be given to those individuals that are or will be employees responsible for managing a Continuity of Operations Program. To ensure the most appropriate target audience, SEMO will review all registrations prior to acceptance to the course. We reserve the right to close the registration period earlier than the closing date stated on the Course Announcement due to a number of registrations received.