

Course Number: MGT-331

Course Title: Preparing the States: Implementing Continuity of Operations (COOP) Training

Course Length: 13.0 hours

Course Delivery: Mobile Training

Course Description

Preparing the States: Implementing Continuity of Operations Planning, is offered to State, local, and tribal officials. Participants will gain information and materials to train State, local, and tribal managers in the development and implementation of COOP plans in their regions as part of catastrophic event preparedness.

The major goal of this course is to teach key State, local, and tribal emergency management officials nationwide to train governmental institutions within their jurisdictions to write effective COOP plans that support the National Response Plan (NRP) and ensure that essential governmental functions, programs, services, systems, and personnel continue to operate during and after a disabling natural disaster or terrorist attack.

This course incorporates a discussion based exercise that engages the participants in a hands-on learning experience. This is an invaluable instructional tool that draws on the relative backgrounds of the participants to create a dynamic environment in which they must apply the principles of the course to a set of decisions that are likely to occur in a COOP Aviation scenario.

Course Objectives

At the end of this course, participants will be able to:

- Understand emergency situations that give rise to COOP planning, along with the legislation and executive directives that gave rise to the COOP model.
- Identify essential functions, distinguish them from all other agency functions, identify their supporting critical processes and services, and prioritize the essential functions.
- Define Human Capital Management and key positions, understand how to coordinate a COOP plan with the Incident Command System and emergency operating procedures, and identify family support measures.
- Distinguish delegations of authority from orders of succession and list the required elements for each.
- Identify and inventory vital records, systems, and equipment and identify the role they play in COOP planning.
- Identify alternate work sites for their agency and draft a relocation plan for bringing an alternate site into use.
- Identify alternate strategies for communications in a COOP plan.
- Identify the integral reconstitution and devolution tasks and become familiar with reconstitution resources and personnel issues.
- Understand the various methods and formats of COOP planning.
- Understand the goals and objectives of all three components of a Test, Training and Exercise program and how to develop an exercise program.

Prerequisites

- Completion of IS-546 is strongly recommended.

Target Audience

Emergency Medical Agency, Emergency Medical Services, Fire Service, Governmental Administrative, Hazardous Material, Health Care, Law Enforcement, Public Health, Public Safety Communications, PublicWorks

Target Capabilities

The Preparing the States: Implementing Continuity of Operations Training course addresses the following capabilities from the Target Capabilities List:

Common Capabilities:

- Planning
- Communications
- Community Preparedness
- Participation

Course Provider

University of Maryland

Cost:

All training and course materials are free to eligible jurisdictions.

Course Number: MGT-331-1

Course Title: Preparing the States: Implementing Continuity of Operations (COOP) Training Train-the-Trainer

Course Length: 17.0 hours

Course Delivery: Mobile Training

Course Description

Preparing the States: Implementing Continuity of Operations Planning, is offered to State, local, and tribal officials. Participants will gain information and materials to train State, local, and tribal managers in the development and implementation of COOP plans in their regions as part of catastrophic event preparedness.

The major goal of this course is to teach key State, local, and tribal emergency management officials nationwide to train governmental institutions within their jurisdictions to write effective COOP plans that support the National Response Plan (NRP) and ensure that essential governmental functions, programs, services, systems, and personnel continue to operate during and after a disabling natural disaster or terrorist attack.

This course incorporates a discussion based exercise that engages the participants in a hands-on learning experience. This is an invaluable instructional tool that draws on the relative backgrounds of the participants to create a dynamic environment in which they must apply the principles of the course to a set of decisions that are likely to occur in a COOP activation scenario.

Finally, in the train-the-trainer portion of this course, the participants receive specific instruction in the delivery of the course material to prepare them to train others in the principles of COOP. At this level of instruction, the participants are required to apply and teach the concepts acquired in the course. Participants complete the course with the ability to deliver COOP training in their home jurisdictions, including training materials.

Course Objectives

At the end of this course, participants will be able to:

- Understand emergency situations that give rise to COOP planning, along with the legislation and executive directives that gave rise to the COOP model.
- Identify essential functions, distinguish them from all other agency functions, identify their supporting critical processes and services, and prioritize the essential functions.
- Define Human Capital Management and key positions, understand how to coordinate a COOP plan with the Incident Command System and emergency operating procedures, and identify family support measures.
- Distinguish delegations of authority from orders of succession and list the required elements for each.
- Identify and inventory vital records, systems, and equipment and identify the role they play in COOP planning.
- Identify alternate work sites for their agency and draft a relocation plan for bringing

an alternate site into use.

- Identify alternate strategies for communications in a COOP plan.
- Identify the integral reconstitution and devolution tasks and become familiar with reconstitution resources and personnel issues.
- Understand the various methods and formats of COOP planning.
- Understand the goals and objectives of all three components of a Test, Training, and Exercise program and how to develop an exercise program.
- Define the domains of learning and the principles of adult learning.
- Deliver a management level presentation of the COOP material.

Prerequisites

- IS-546 is strongly recommended.

Target Audience

Emergency Management Agency, Emergency Medical Services, Fire Service, Governmental Administrative, Hazardous Material, Health Care, Law Enforcement, Public Health, Public Safety Communications, Public Works

Course Provider

University of Maryland

Cost

All training and course materials are free to eligible jurisdictions.