

CREDIT COURSE SYLLABUS

COURSE NUMBER: HLS 206

COURSE TITLE: Continuity of Operation Planning

CREDITS: 3

HOURS: Lecture: 3 Lab:
Clinical: Studio: Practicum:

PREREQUISITES: None

COREQUISITES: None

CATALOG COURSE DESCRIPTION:

This course is designed for a broad audience from senior managers to those directly involved in the continuity of operations planning (COOP) effort. This class incorporates the Federal Emergency Management Agency (FEMA) Online Class – IS 547 Introduction to Continuity of Operations and provides a working knowledge of the COOP. Students will also receive training in existing templates and models that may be used in developing and maintaining a COOP. Students will prepare a COOP for a local business or government entity. Successful completion of a certification exam through the FEMA Website is required.

LEARNING OUTCOMES:

Upon successful completion of the course, the student will:

1. Explain the importance of COOP planning.
2. Describe the federal directives that relate to COOP.
3. Appraise the participation of an active member of a COOP team.
4. Identify the various templates, tools and formats to evaluate an operation and prepare a COOP.
5. Advise and assist others within their community regarding continuity of operations.
6. Pass the FEMA certification exam in COOP.

LISTED TOPICS:

1. Essential functions
2. Delegations of authority
3. Succession planning
4. Alternate facilities
5. Interoperable communications
6. Vital records and databases
7. Human capital
8. The test, training and exercise program
9. Plans for devolution and reconstitution

REFERENCE, RESOURCE, OR LEARNING MATERIAL TO BE USED BY STUDENT:
Required Text(s): A contemporary text in the field.

Approved by the President on: Dr. Alex Johnson 05/19/10

Start Year/Term: Fall 2010