

## L550 – COOP PLANNER'S TRAIN-THE-TRAINER WORKSHOP

**May 21-22, 2019**

**8:00 a.m. – 5:00 p.m.**



**FEMA**

**Wayne County Community College District**  
**Downriver Campus**  
21000 Northline Road, Taylor, MI 48180

The Continuity of Operations (COOP) Planner's Workshop is to provide COOP training for Continuity Planners at the Federal, State, Territorial, Local, and Tribal levels of government. Federal Continuity Directive (FCD) 1 directs the Federal executive branch departments and agencies and offers guidance for non-federal, in governments for developing COOP Plans and Programs. COOP Plans facilitate the performance of essential functions during any situation which may disrupt normal operations. The goal of this workshop is to provide you with the tools and hands-on experience necessary to improve your departments' or agencies' Continuity of Operations (COOP) plans. This training includes a train-the-trainer module to equip planners to facilitate the course to others.

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

- Assess your organization's current continuity plan.
- Relate the planning steps to each phase of continuity operations.
- Identify key persons who should be included in the continuity planning process.
- Identify areas requiring more detail in your current continuity plans and develop a strategy or strategies for resolving them.
- Analyze the risks and vulnerabilities related to your primary facility and the selection of alternate facilities.
- Revise or develop your organization's continuity plans.
- Develop a strategy for testing, training, and exercising your continuity plans.

Eligible participants are federal government employees responsible for managing a Continuity of Operations Program.

There is no cost for the training; however, the employee's office, directorate or region is responsible for all travel costs associated with this training.

**Please contact the Michigan Institute of Public Safety Education at [MIPSE@wcccd.edu](mailto:MIPSE@wcccd.edu) or call 734-374-3213. Class size is limited to the first 30 to register. A waiting list will be established and applicants will be contacted should there be any cancellations.**

Please submit a completed FEMA Form 119-25 (General Admission Application, May 2010) to the Lead Instructor on the first day of the class.

<http://training.fema.gov/EMIWeb/StudentInfor/application.asp>

*Applicants with special needs should contact the Course Manager to arrange/discuss specific requirements.*

**APPLICATION DEADLINE IS MAY 15, 2019**

**For more information or to register contact: [MIPSE@wcccd.edu](mailto:MIPSE@wcccd.edu) or call 734-374-3213**