

EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

Course: *E0550 Continuity of Operations (COOP) Planning*

Course Dates:

June 29 – July 1, 2015

Course Length:

This course is 3 days. Class times generally run from 8:00 a.m. to 5:00 p.m. each day.

Course Description:

This course is based on the guidance to the Federal Executive Branch departments and agencies for developing Continuity of Operations (COOP) Plans and Programs. COOP Plans facilitate the performance of essential functions during any situation which may disrupt normal operations. This course provides the skills and knowledge to improve the overall quality and workability of COOP Plans.

Course Objectives:

Upon completion of the course, the participant will be able to:

- Correctly recognize the background and policy regarding continuity that affects development of continuity plans for reference in plan development.
- Develop a strategy to create a continuity plan using available requirements, guidance, and tools.
- Recognize and incorporate all the key elements of a viable continuity capability into an outline for their continuity plan.
- Explain the four phases of continuity and relate their application to the continuity planning process in your organization.
- Recognize factors that affect plan maintenance and distribution strategies based upon factors identified through best practices, requirements, and guidance.

Continuing Education Units (CEUs):

The Emergency Management Institute (EMI) awards 1.8 CEUs for completion of this course.

Prerequisites/Pre-course requirements:

IS 0547.a, Introduction to Continuity of Operations; or E0548, Continuity of Operations Planning Program Manager Train-the-Trainer course.

Target Audience:

This course is recommended for all Federal, state, territorial, local, and tribal government employees responsible for managing a COOP Program.

Location:

Emergency Management Institute
National Emergency Training Center (NETC)
Emmitsburg, Maryland 21727

To Apply:

APPLICATION DEADLINE:

- May 4, 2015

Complete a FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor or sponsoring agency official. Submit the application through the State Emergency Management Training office which will mail, scan, or fax it to:

NETC Admissions Office (Room I-216)
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21727-8998
Phone: (301) 447-1035 Fax: (301) 447-1658
Email: netcadmissions@fema.dhs.gov

TRAINING OPPORTUNITY



Scan the QR Code, or click the link to get information on how to apply for EMI courses:



<http://training.fema.gov/Apply/>

Note to Regional Training Managers, Regional Program Managers, and State Training Officers: The FEMA Form 119-25 must be submitted four weeks prior to the course start date.

Application Review:

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the student selection criteria listed below and indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter/Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code, or click the link for a PDF copy of the NETC Welcome Package online:



http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least two weeks prior to the course date to reserve a seat. Call (301) 447-1048, ext. 1113, or email FEMA-netc-housing@fema.dhs.gov.

Notice to Applicants for EMI courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. **The Social Security Number (SSN) is no longer required.**

How do I obtain my FEMA SID number?

- Step 1: To register, go to <https://cdp.dhs.gov/femasid>
- Step 2: Click on the “Need a FEMA SID” button on the right side of the screen.
- Step 3: Follow the instructions and provide the necessary information to create your account.
- Step 4: You will receive an email with your SID number. You should save this number in a secure location.

EMI Point of Contact:

For additional information, contact the course manager, Dan Lubman by email at daniel.lubman@fema.dhs.gov.

For general questions about FEMA National Continuity Programs, contact the National Continuity Programs office at FEMA-Continuity-Practitioner@fema.dhs.gov.

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