

# FEMA REGION X TRAINING OPPORTUNITY



# FEMA

## Course: L0550

## Continuity of Operations (COOP) Planning Program Manager Course

**Date:** March 27-29, 2018

**Location:** Gus Solomon Courthouse,  
Suite 443, 620 SW Main, Portland, OR

**Time:**

8:30am - 5:00pm

### 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 this workshop, participants should be able to do the following:

- Correctly recognize background and policy regarding development of continuity plans.
- Develop a strategy to create a continuity plan using available guidance and tools.
- Recognize and incorporate all key elements of a viable continuity capability into an outline for a continuity plan.
- Explain the four phases of continuity and their application to the planning process
- Demonstrate knowledge of key concepts and strategies for developing, implementing, and updating a continuity plan.

### Prerequisites:

Required prerequisites include E/L0548 Continuity Program Managers Train-the-Trainer Course or Independent Study (IS) [IS-0547.a](#). Recommended prerequisites include [IS-0235.c](#).

### Funding:

Tuition is free for those accepted; there are no travel/salary stipends available for this offering and all incurred costs are the responsibility of the attendee or sending organization.

### Target Audience:

The course is intended for state, local, tribal, private, and Federal employees responsible for a Continuity of Operations Program.

### Course Coordinator:

**Mike Davenport**

FEMA Region X

Emergency Management Program Specialist

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Fax: (425) 487-4777

[Michael.Davenport@fema.dhs.gov](mailto:Michael.Davenport@fema.dhs.gov)

### Accommodation Requests:

The Federal Emergency Management Agency (FEMA), Region X is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact Mike Davenport at least ten working days in advance at the above contact info.

**To apply: Please see the next page for the "Application Procedures and Points of Contact"**

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## Application Procedures and Points of Contact

### To Apply:

#### FEMA Form 119-25-1 Application:

<http://training.fema.gov/Apply/119-25-1.pdf>

**Applicants will need to put their Student Identification (SID) in place of their social security number.** If you do not yet have a SID, just follow these three simple steps to obtain one:

**Step 1:** To register, go to: <https://cdp.dhs.gov/femasid/>.

**Step 2:** Click on the "Register for a FEMASID" button in the middle of the screen.

**Step 3:** Follow the instructions and provide the necessary information to create your account.

Enrollment confirmations will be sent approximately 30-days prior to the course via email.

### Federal Employees and Tribal Partners:

Your supervisor must sign a completed [FEMA Form 119-25-1](#) application and then forward to [FEMA-R10-Training@fema.dhs.gov](mailto:FEMA-R10-Training@fema.dhs.gov).

### State and Local Attendees:

All FEMA Form 119-25-1 applications must be submitted through the appropriate state training officer (listed below), who will then forward the form to the FEMA Region X Training Team.

#### Alaska

##### Gloria Harrison

State Training Officer

Phone: (907) 428-7021

Fax: (907) 428-7009

[Gloria.Harrison@alaska.gov](mailto:Gloria.Harrison@alaska.gov)



#### Idaho

##### Natalie Lahti

State Training Specialist

Phone: (208) 422-3417

Fax: (208) 422-3044

[NLahti@imd.idaho.gov](mailto:NLahti@imd.idaho.gov)



#### Oregon

##### Karen Layng

State Training Officer

Phone: (503) 378-3231

Fax: (503) 373-7833

[Karen.Layng@state.or.us](mailto:Karen.Layng@state.or.us)



#### Washington

##### Justin Fordice

State Training Program Supervisor

Phone: (253) 512-7056

Fax: (253) 512-7206

[EMD.Training@mil.wa.gov](mailto:EMD.Training@mil.wa.gov)

