

L0550 COOP Planner's Train the Trainer (TTT) Workshop

Location: New Jersey State Police Troop 'C' Headquarters
1400 Negron Drive
Hamilton, N.J. 08691



Dates: Tuesday, October 30 – Thursday, November 1, 2018

Time: 8:30 a.m. - 4:00 p.m.

Course Description:

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.

Course Objectives:

Upon completion of this workshop, 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.

Prerequisites:

- Successful completion of Continuity Program Managers Train-the-Trainer Course (E/L 0548) or IS 547 Introduction to Continuity of Operations
- A Continuity of Operations Plan (a final or draft plan will be required for activities during the workshop).

Target Audience

Federal, State, County or Local government employees responsible for managing a Continuity of Operations Program. Class size limited to 25.

Registration is required: [FEMA Training Application](#). Fill out the application completely with student signature and signature of supervisor or sponsoring agency official and email it to

ftu@gw.njsp.org, or **fax it to 609-671-0160**. Missing and/or incomplete information will not be accepted and will disqualify your application from the selection process. You will be contacted via email when your application is received. Application deadline is October 26, 2018.

Applicants with special needs should contact the members of the Training & Exercise Unit listed below.

For questions or concerns, contact the NJOEM Training & Exercise Unit;

State Training Officer William Kelleher, 609-963-6900 x6991, email: lppkellw@gw.njsp.org

SFC Ronald Roberts, 609-963-6900 x6213, email: lpp5779@gw.njsp.org