



FEMA-certified “Train the Trainer” L-550 COOP Planner’s Training Course



Through a partnership of FEMA and the Oklahoma FEB, we will be hosting the above training in Oklahoma City. This training is a 3 day format intended to leverage resources and multiply results. The Continuity of Operations (COOP) Planner’s Training Course is to provide COOP training for Program Managers at the Federal, State, Local, and Tribal levels of government. This training includes a train-the-trainer module to equip the managers to train the course to others.

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

- Describe the importance of COOP planning to your Departments/Agencies overall mission;
- Complete an assessment of your current COOP Plan; Describe the six steps in the COOP Planning Model;
- Relate the planning steps to each phase of COOP operations.
- Identify key persons who should be included in the COOP Planning process;
- Identify gaps in your current plans, develop a strategy to acquire needed information;
- Analyze the risks and vulnerabilities related to the selection of alternate facilities;
- Revise or develop your COOP plan;
- Develop/review a strategy for testing, training, and exercising your COOP Plan;
- Develop/review a Multi-year Strategic Program Management Plan (MYSPMP) for continued maintenance/viability of your COOP Plan;
- Incorporate Pandemic Planning into your COOP Plan; Successfully teach the course

Prerequisites:

- Successful completion of COOP Managers Train-the-Trainer Course (B/E/L 548);
- A COOP Plan (a final or draft plan will be required for activities during the course). Each student should bring a copy of their current plan or draft plan.

There is no cost for the training; however, the employee’s agency is responsible for all travel costs associated with this training.

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| Course title: | L550 – COOP Planner’s Training Course |
| Location: | Public Works Department Training Center located at 3738 S.W. 15th Street |
| Date: | June 23-25, 2009 |
| Time: | 8:30 a.m.–4:30 p.m. |

We wish to utilize one of the forty training slots available for the following individual:

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|------------------|---------------|
| Name: _____ | Agency: _____ |
| Address: _____ | _____ |
| Phone/Fax: _____ | Email: _____ |

A signed copy of FEMA Form 75-5 must also accompany this form (available on our website at www.oklahoma.feb.gov/Forms/FEMA75.pdf) Call the FEB Office at (405) 231-4167 to have this form faxed to you if you do not have internet access.

Please return this registration and Form 75-5 to the FEB Office **no later than June 12, 2009** in order to ensure sufficient materials.

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| Mail to: | Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102 | Or fax to: | 405-231-4165 |
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