



OKLAHOMA FEDERAL EXECUTIVE BOARD
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July 16, 2004

Federal Executive Board members:

In response to recent Government Accounting Office (GAO) inspections of field agencies' continuity of operations plans (COOP), the Federal Executive Board (FEB) has coordinated an interagency COOP exercise to assist agencies in Oklahoma in strengthening current plans or assisting with plans under development. In consideration of security/confidentiality, it is not necessary to bring your plan to the exercise; however, you should be familiar with the key elements.

This table top exercise is a locally developed Continuity of Operations Plan (COOP) designed to provide a forum for participating departments and agencies to validate their COOP plans, policies, and procedures. The half-day event will consist of an introductory session, followed by a facilitated exercise period. Participants will be able to interact in small groups, with others whose departments and agencies may be more or less prepared than yours; this is by design so that the facilitated discussion results in brainstorming and development of creative solutions, as well as sharing best practices. ***This half-day exercise will take place on Monday, August 30, 2004, from 8:00am-12:00noon, in the Police Training Academy located at 800 N. Portland, Oklahoma City.***

The exercise scenario, designed to provoke discussion of important topics, is designed to accommodate agencies with little or no plan in place to those with tested plans. As a result, this exercise will be beneficial for participants regardless of their level of readiness and we encourage all agency executives and their emergency coordinators to attend. There will be three plenary sessions, the last of which will be to discuss issues raised during exercise play, share best practices (or ideas raised during the exercise) and to discuss follow-on activities, if any.

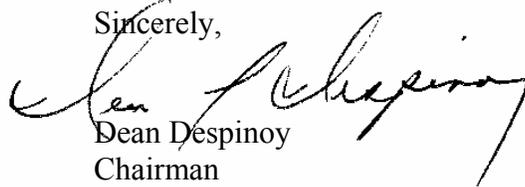
As an exercise player, the following points are important to ensure the best exercise experience possible:

- **Read and be familiar with your COOP plan.** This will be a fast paced tabletop exercise. It is critical that you are familiar with your plan. For those without a comprehensive COOP plan, be familiar with your relevant COOP issues.
- **The exercise will start on time.** Sign-in of registered participants will begin at 7:30 a.m. and conclude at 7:55 a.m. The Exercise moderator will open the exercise at 8:00 a.m. While alternate personnel may be substituted for a registered attendee, no unregistered departments or agencies will be allowed to participate.
- **The exercise scenario is designed to provoke thought** about specific COOP plan issues. As with any exercise simulation, artificialities are necessary to ensuring specific learning objectives are covered. The exercise facilitators and recorders have the final word on the conduct of the exercise during exercise play.

- Please respect other players by remembering that **all participants' opinions are valid**. Unresolved issues should be noted by the recorder for presentation during the plenary session, and not allowed to derail discussion of other key points during a discussion period. **A strict non-attribution policy is in effect throughout the exercise.**
- *If your agency plans to exercise its alternate site concurrent with the tabletop exercise, and you need to communicate with an element of your agency that will be exercising off-site, please bring your own cell phone.*

This particular tabletop exercise simulates an emergency situation in an informal, stress-free environment. It is designed to elicit constructive discussion as participants examine and resolve problems based on existing plans. There is minimal attempt at simulation and **no** utilization of equipment or deployment of resources. The success of the exercise will be determined by the level of group participation in the identification of problem areas. The exercise provides an excellent format to familiarize newly assigned/appointed personnel and senior officials with established or emerging concepts and/or plans, policies, procedures, systems, and facilities.

Sincerely,

A handwritten signature in black ink, appearing to read "Dean Despinoy". The signature is fluid and cursive, with a large initial "D" and "D".

Dean Despinoy
Chairman



Emergency Preparedness Exercise Registration Form



Date: August 30, 2004 Location: Police Training Academy,
800 N. Portland, OKC

Contact Person

Name: _____ Job Title: _____

Phone: _____ Email: _____

Department/Agency: _____

Address: _____

Attendees:

1) Name: _____ Executive Title: _____

Phone: _____ Email: _____

2) Name: _____ Title: _____

Phone: _____ Email: _____

3) Name: _____ Title: _____

Phone: _____ Email: _____

The tabletop exercise will be conducted in small groups. These questions, which should be answered by the COOP Point of Contact, will help ensure players receive the highest value from their participation. [Note: All questions pertain to the local office in question.] ***The agency leader (or designee) must attend in order for the agency to participate in this exercise.***

<input type="checkbox"/>]Yes	<input type="checkbox"/>]No	Does your agency have a completed COOP plan?
<input type="checkbox"/>]Yes	<input type="checkbox"/>]No	Do you have a formal COOP test, training and exercise plan?
<input type="checkbox"/>]Yes	<input type="checkbox"/>]No	Has your agency conducted an alert/notification drill in the last 4 months?
<input type="checkbox"/>]Yes	<input type="checkbox"/>]No	Has your agency designated an alternate facility?
<input type="checkbox"/>]Yes	<input type="checkbox"/>]No	Has your agency deployed personnel to an alternate facility in the last year?
<input type="checkbox"/>]Yes	<input type="checkbox"/>]No	If your alternate facility is another federal agency, would you like to be in the same breakout group for this exercise? Identify the agency: _____ <i>It may help to contact them to ensure they register, as well.</i>

If for some reason you find you will be unable to attend after registering, please send a designee or cancel as soon as possible to allow others the opportunity to attend, since attendance will be limited.

THERE IS NO COST TO PARTICIPATE IN THIS EVENT