



# OREGON DEPARTMENT OF EMERGENCY MANAGEMENT

## Workshop Opportunity

### Continuity of Operations (COOP) Plan Development Workshop Series

**Dates:**

Session 1: February 15, 1:00-4:30 pm PT

-Introduction to COOP

Session 2: March 14, 1:00-4:30 pm PT

-COOP Plan Development

Session 3: April 11, 1:00-4:30 pm PT

-COOP Plan Development (Cont.)

**Location:**

Virtual Delivery: Must have computer, internet connection, and microphone to participate. The link to join virtually will be emailed to those who register below.

**Workshop Description:**

The goal of this workshop is to assist participants in developing and improving their Continuity of Operations (COOP) plans in accordance with FEMA continuity guidance and [DAS Statewide Policy No: 107-001-010, effective 2/21/2018](#). The workshop is a progressive series that contains 3 sessions, each building off the material covered in the prior sessions.

**Workshop Objectives**

- Define and develop Mission Essential Functions
- Explain and develop a draft Business Process Analysis
- Explain and develop a draft Business Impact Analysis
- Present Continuity of Operations Plan formats
- Present FEMA's Continuity of Operations Resources
- Explain and develop a draft Continuity of Operations Plan according to Continuity Phases I, II, III, & IV
- Explain and develop a draft Continuity of Operations Plan according to Continuity Elements
- Present the Continuity Analysis Tool and define its use in determining Continuity Program's strength

**Selection Criteria**

The intended participants are those from Oregon whose organization or agencies are expected to fulfill a requirement to have a Continuity of Operations (COOP) plan. The participant should have a primary or supporting role in managing or updating their organizations or agency's Continuity of Operations plan or

program. They should have an understanding or awareness of the organizations or agency's requirements, functions, programs, facilities, personnel, and communication resources. The participant should have the authority to develop, facilitate, and coordinate the organizations or agency's COOP preparations, accomplish the agency risk assessment, business impact analysis, plan development, maintenance, testing, and/or awareness training.

**Recommended Prerequisites:**

- [IS-1300 An Introduction to Continuity of Operations](#)
- Review [Continuity Guidance Circular](#)

**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.

**To Register:**

<https://www.eventbrite.com/e/3-session-continuity-of-operations-plan-development-workshop-tickets-794428024607>

**Questions?**

Contact the State Training Program, [oem.training@oem.oregon.gov](mailto:oem.training@oem.oregon.gov)