

# TRAINING ANNOUNCEMENT



FEMA



<b>COURSE:</b>	<b>L550 – Continuity of Operations (COOP) Planning Train-the-Trainer Course</b>
<b>DESCRIPTION:</b>	This course is based on the guidance to federal, state, local, and tribal government organizations for developing continuity of operations (COOP) plans and programs. This course provides the skills and knowledge to improve the overall quality and workability of COOP plans. The course will also refresh experienced instructors on instructional methodology and techniques.
<b>OBJECTIVES:</b>	<p>Upon completion of this course, participants should be able to do the following:</p> <ul style="list-style-type: none"> <li>• Correctly recognize the background and policy regarding continuity that affects development of continuity plans for reference in plan development.</li> <li>• Develop a strategy to create a continuity plan using available requirements, guidance, and tools.</li> <li>• Recognize and incorporate all the key elements of a viable continuity capability into an outline for their continuity plan.</li> <li>• Explain the four phases of continuity and relate their application to the continuity planning process in your organization.</li> <li>• Recognize factors that affect plan maintenance and distribution strategies based upon factors identified through best practices, requirements, and guidance.</li> <li>• Demonstrate knowledge of key concepts and strategies for developing, implementing, and updating a continuity plan and adhering to requirements and guidance by passing the final exam with at least a score of 70%.</li> </ul>
<b>DATES/TIMES (3 DAY COURSE):</b>	<p>Day 1: June 15, 2016 08:30 a.m. - 4:30 p.m.            Day 2: June 16, 2016 08:30 a.m. - 4:30 p.m.            Day 3: June 17, 2016 08:30 a.m. - 4:30 p.m.</p>
<b>LOCATION:</b>	<p>San Juan College            4601 College Blvd            Room 9012            Farmington, NM 87402</p>
<b>ELIGIBILITY (PRIORITY):</b>	<ol style="list-style-type: none"> <li>1. Government personnel within 4-Corners Region responsible for or assisting with the development or maintenance of a COOP plan</li> <li>2. Government personnel from any state responsible for or assisting with the development or maintenance of a COOP plan</li> <li>3. Any non- government personnel if space permits</li> </ol>
<b>COSTS:</b>	There is no cost for the training; however, the participant’s agency is responsible for all travel costs associated with this training.
<b>APPLICATIONS:</b>	Emergency Management Institute (EMI) requires individuals applying for EMI classes hosted by the New Mexico Department of Homeland Security and Emergency Management to register with

	<p>FEMA Form 119-25-1 using a FEMA SID instead of SSN on the application.</p> <p><b>How do I obtain my FEMA Training Identification Number (FTIN)/CDP Student Identification (SID) number?</b></p> <p>Step 1: To register, go to <a href="https://cdp.dhs.gov/femasid/register">https://cdp.dhs.gov/femasid/register</a></p> <p>Step 2: Complete the registration form, and click the Register button at the bottom.</p> <p>Step 3: Follow the instructions and provide the necessary information to create your account.</p> <p><b>What do I do with this new FTIN/CDP SID number I've been assigned?</b> The CDP SID number should be used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1).</p>			
<b>REGISTRATION PROCESS:</b>	<p>Please submit a completed and signed <a href="#">FEMA Form 119-25-1</a> to the FEMA Region 6 Training Department at <a href="mailto:FEMA-Region6-Training@fema.dhs.gov">FEMA-Region6-Training@fema.dhs.gov</a> . The course code number is L550 COOP Planner's Workshop. For specific questions on the application process, please contact Bettina Rodriguez at 940-383-7212.</p>			
<b>CONFIRMATION:</b>	<p>Approved participants will receive a confirmation e-mail from the FEMA Region 6 Training department. Email addresses must be included on registration. <b>Only confirmed applicants will be allowed entrance to training site.</b></p>			
<b>APPLICATION DEADLINE:</b>	<p>Signed/Approved Registration Forms must be submitted to the FEMA Region 6 Training department no later than <b>June 1, 2016</b>.</p>			
<b>FUNCTIONAL NEEDS:</b>	<p>Applicants with functional needs should contact the course Local POC to arrange for accommodations.</p>			
<b>Local POC:</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Edward Smylie, CPPO</b>  <b>Chief Procurement Officer</b>  <b>&amp; Emergency Preparedness Manager</b>  <b>City of Farmington</b>  <b>505-599-1369</b>  <a href="http://www.fmtn.org">www.fmtn.org</a></p> </td> <td style="width: 10%; text-align: center; vertical-align: middle;">or</td> <td style="width: 40%; vertical-align: top;"> <p><b>Darren Wayman</b>  <b>Assistant Director, Public Safety</b>  <b>San Juan College</b>  <b>505-566-3775</b>  <a href="mailto:waymand@sanjuancollege.edu">waymand@sanjuancollege.edu</a></p> </td> </tr> </table>	<p><b>Edward Smylie, CPPO</b>  <b>Chief Procurement Officer</b>  <b>&amp; Emergency Preparedness Manager</b>  <b>City of Farmington</b>  <b>505-599-1369</b>  <a href="http://www.fmtn.org">www.fmtn.org</a></p>	or	<p><b>Darren Wayman</b>  <b>Assistant Director, Public Safety</b>  <b>San Juan College</b>  <b>505-566-3775</b>  <a href="mailto:waymand@sanjuancollege.edu">waymand@sanjuancollege.edu</a></p>
<p><b>Edward Smylie, CPPO</b>  <b>Chief Procurement Officer</b>  <b>&amp; Emergency Preparedness Manager</b>  <b>City of Farmington</b>  <b>505-599-1369</b>  <a href="http://www.fmtn.org">www.fmtn.org</a></p>	or	<p><b>Darren Wayman</b>  <b>Assistant Director, Public Safety</b>  <b>San Juan College</b>  <b>505-566-3775</b>  <a href="mailto:waymand@sanjuancollege.edu">waymand@sanjuancollege.edu</a></p>		
<b>Course POC:</b>	<p><b>Brad McDannald</b>  <b>FEMA Region 6</b>  <b>Regional Continuity Manager</b>  <b>940-898-5131</b>  <a href="mailto:Brad.mcdannald@fema.dhs.gov">Brad.mcdannald@fema.dhs.gov</a></p>			