
Unit 1: Introductions and Course Overview

Objectives

At the end of this course, you should be able to:

1. Define Continuity of Operations.
 2. Explain the benefits of developing a viable continuity program.
 3. Identify the elements of a viable continuity program.
 4. Identify the processes, resources, and tasks necessary to implement and manage a successful continuity program.
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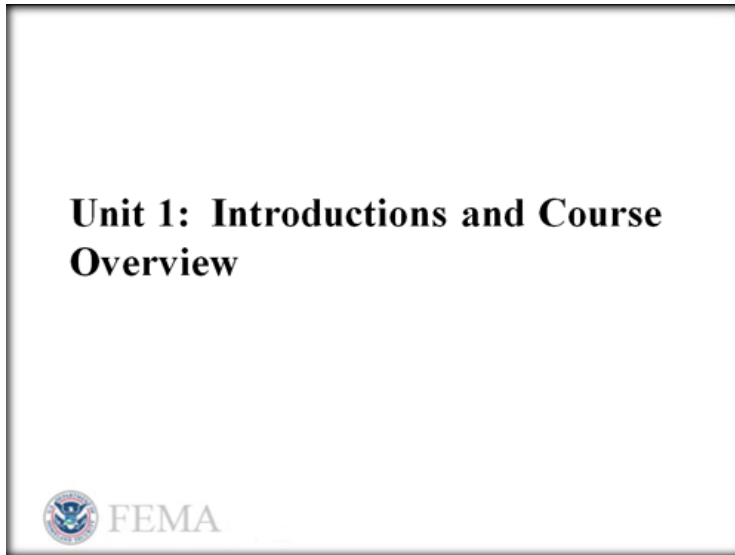
Scope

- Welcome and Introductions
 - Course Goals and Objectives
 - Course Agenda
 - Administrative Information
 - Why Have a Continuity Program?
 - Summary and Transition
-

Time Plan

The suggested time plan for this unit is shown below.

Topic	Time
Welcome and Introductions	10 minutes
Course Goals and Objectives	5 minutes
Course Agenda	5 minutes
Administrative Information	5 minutes
Why Have a Continuity Program?	20 minutes
Summary and Transition	5 minutes
Total Time	50 minutes



Welcome to the Continuity Program Manager Course.

Student Introductions


Please present your:

- Name.
- Department or agency.
- Greatest need from this course.



Course Goals

- Identify the legal basis for continuity planning.
- Explain the roles and responsibilities of the Continuity Program Manager.



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The goal for this course is to acquaint you with the continuity planning directives guidance and the responsibilities of program management. This course will:

- Identify the legal basis for continuity planning.
- Explain the roles and responsibilities of the Continuity Program Manager.


This course will cover the most significant aspects of continuity planning and continuity program management.

Course Objectives

- Define Continuity of Operations.
- Explain the benefits of developing a viable continuity program.
- Identify the elements of a viable continuity program.
- Identify the processes, resources, and tasks necessary to implement and manage a successful continuity program.



Course Agenda Sample		
	AM	PM
Day 1	Unit 1: Introductions and Course Overview Unit 2: Requirements for Continuity Planning	Unit 3: Elements of a Viable Continuity Program (Part I) Unit 4: Elements of a Viable Continuity Program (Part II)
Day 2	Unit 5: Developing Continuity Plans and Procedures Unit 6: Operating in a Continuity Environment	Unit 7: Developing a Corrective Action Program
Day 3	Unit 8: Family Support Planning Unit 9: Outreach and Resources	Unit 10: Course Summary and Final Exam


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This course will take 3 days to cover all of the material.

A brief description of the units in this course is presented below:

- Unit 2 will identify the legal basis for continuity planning and explain the roles and responsibilities of the continuity planning team members.
- Unit 3 will address the elements that make a continuity plan viable—essential functions, delegations of authority, succession planning, and continuity facilities.
- Unit 4 will address the remaining elements that make a continuity plan viable—continuity communications; vital records management; human capital; tests, training, and exercises; devolution of control and operations; and reconstitution operations.
- Unit 5 will explain the purpose of continuity planning and describe the organizational structure of a continuity program.
- Unit 6 will describe continuity site operations and address site-related issues.
- Unit 7 will focus on the effectiveness of a Corrective Action Program (CAP) to support a continuity program.
- Unit 8 will address the need for a family support plan and identify key family support planning issues.
- Unit 9 will identify some of the outreach programs that can assist with continuity planning.
- Unit 10 will summarize the key points from the course.

Administrative Information

- Hours
- Evacuation routes and fire exits
- Restrooms
- Smoking
- Breaks

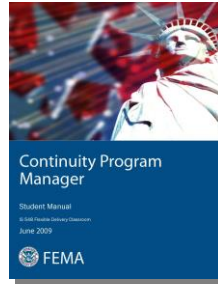
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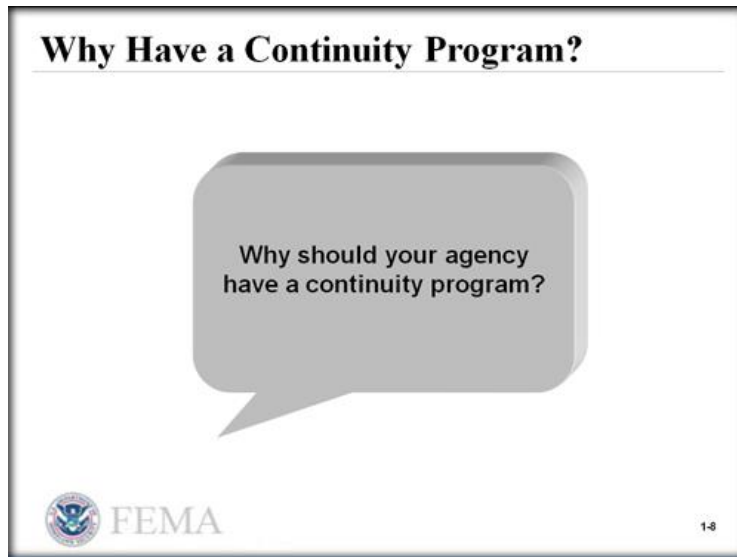
Course Materials

The Student Manual includes:

- **Course content.**
- **Activities.**
- **Job aids.**
- **Course visuals.**



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Why Have a Continuity Program?

Continuity planning:

- Ensures the continuity of essential functions across a wide range of emergencies and events.
- Enables agencies to continue the functions that their customers depend on.
- Is part of the fundamental mission of all agencies.

Today's changing threat environment has increased the need for a continuity program.



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Summary and Transition

This unit:

- Introduced you to the course objectives.
- Presented the course materials.
- Introduced and defined Continuity of Operations.
- Described the need for a continuity program within each agency.

Unit 2:

- Will cover the legal basis for continuity planning.



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