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.

Scope

- Welcome and Introductions
- Course Goals and Objectives
- Course Agenda
- Administrative Information
- Why Have a Continuity Program?
- Summary and Transition
Unit 1  Introductions and Course Overview

Time Plan

The suggested time plan for this unit is shown below.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome and Introductions</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Course Goals and Objectives</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Course Agenda</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Administrative Information</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Why Have a Continuity Program?</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Summary and Transition</td>
<td>5 minutes</td>
</tr>
<tr>
<td><strong>Total Time</strong></td>
<td><strong>50 minutes</strong></td>
</tr>
</tbody>
</table>
Welcome to the Continuity Program Manager Course.
### Student Introductions

Please present your:
- Name.
- Department or agency.
- Greatest need from this course.
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.
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

Please put your cell phone/pager on vibrate!
Course Materials

The Student Manual includes:

- Course content.
- Activities.
- Job aids.
- Course visuals.
Why Have a Continuity Program?

Why should your agency have a continuity program?
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.
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.
Summary and Transition

Questions?