



## CONTINUITY OF OPERATIONS (COOP) PLANNING FOR INSTITUTIONS OF HIGHER EDUCATION (IHES)

### *Additional Resources*

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#### Websites

- ♦ U.S. Department of Education (ED), Emergency Planning website  
<http://www2.ed.gov/admins/lead/safety/emergencyplan/index.html>
- ♦ Ready.Gov  
<http://www.ready.gov/business/plan/planning.html>
- ♦ Federal Emergency Management Agency (FEMA)  
<http://www.fema.gov/>
- ♦ FEMA's Continuity of Operations Division  
<http://www.fema.gov/about/org/ncp/coop/index.shtm>
- ♦ Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center  
<http://rems.ed.gov/>
- ♦ Readiness and Emergency management for Schools (REMS) Continuity Planning page  
[http://rems.ed.gov/index.php?page=resources\\_Additional&section=1a](http://rems.ed.gov/index.php?page=resources_Additional&section=1a)
- ♦ UC Facebook Recovery Page  
<http://www.facebook.com/UCQuakeRecovery>
- ♦ IBHS: Open for Business Tools  
[http://www.disastersafety.org/ofbInfo?execution=e2s1&type=ofb\\_basic](http://www.disastersafety.org/ofbInfo?execution=e2s1&type=ofb_basic)

#### FEMA Guidance for COOP Planning, Development, and Implementation

- ♦ Continuity guidance, templates, policy, training, and exercise information is accessible at the National Continuity Programs Directorate, Continuity of Operations Division website address: <http://www.fema.gov/about/org/ncp/coop/training.shtm>.
- ♦ Continuity Guidance Circular 1 (CGC 1)  
[http://www.fema.gov/pdf/about/org/ncp/cont\\_guidance1.pdf](http://www.fema.gov/pdf/about/org/ncp/cont_guidance1.pdf)
- ♦ Continuity Assistance Tool (CAT)  
<http://www.fema.gov/pdf/about/org/ncp/cat.pdf>
- ♦ National Security Presidential Directive-51/Homeland Security Presidential Directive-20 (NSPD-51/HSPD-20)  
[http://www.fema.gov/pdf/about/org/ncp/nspd\\_51.pdf](http://www.fema.gov/pdf/about/org/ncp/nspd_51.pdf)
- ♦ National Continuity Policy Implementation Plan  
<http://www.fema.gov/pdf/about/org/ncp/ncpip.pdf>

#### FEMA's Emergency Management Institute's Independent Study Courses

- ♦ IS-520 - Introduction to Continuity of Operations Planning for Pandemic Influenzas  
<http://www.training.fema.gov/EMIWeb/IS/is520.asp> (1 hour)



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- ♦ IS 546 - Continuity of Operations Planning Awareness  
<http://training.fema.gov/EMIWeb/IS/is546.asp> (1 hour)
- ♦ IS 547 - Introduction to Continuity of Operations Planning  
<http://training.fema.gov/EMIWeb/IS/is547.asp> (5 hours)
- ♦ IS 548 - Continuity of Operations (COOP) Program Manager  
<http://training.fema.gov/EMIWeb/IS/IS548.asp> (4 hours)

### FEMA's Emergency Management Institute's Resident Study Courses

- ♦ [B/E/L 548: Continuity Managers Train-the-Trainer Course \(3 days\)](#)
- ♦ [B/E/L 550: Continuity Planners Train-the-Trainer Workshop \(3 days\)](#)

### Professional Continuity Practitioner

#### Continuity Excellence Series – Level I:

- ♦ [IS 546: COOP Awareness Course](#)
- ♦ [IS 547: Introduction to COOP](#)
- ♦ [IS 242 or equivalent E/L course: Effective Communication](#)
- ♦ [E/L 548: COOP Manager's T-t-T Course or E/G/L 549: Continuity of Operations \(COOP\)](#)

#### Program Manager Course or UM Courses

- ♦ [E/L 550: COOP Planner's T-t-T Workshop](#)
- ♦ [IS 100: Intro to Incident Command System \(ICS\) or ICS 100: Introduction to Incident Command System \(ICS\) or ICS 200: Incident Command System \(ICS\) for Single Resources and Initial Action Incidents](#)
- ♦ [IS 230 or equivalent E/L course: Principles of Emergency Management](#)
- ♦ [IS 700.a: Intro to National Incident Management System \(NIMS\) or IS 700](#)
- ♦ [IS 800-B: A National Response Framework \(NRF\), An Introduction](#)
- ♦ [E 136 or IS 139: Exercise Development Course/Exercise Design Course/or COOP](#)

#### Exercise Design/Development T-t-T Course

- ♦ Complete attendance in continuity exercise Determined Accord
- ♦ \*\* NARA/CoSA Vital Records Training (optional, recommended)

### Master Continuity Practitioner

#### Continuity Excellence Series – Level II:

- ♦ Applicants must attain a Continuity Excellence Series – Level I, Professional Continuity Practitioner



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- ◆ [IS 130: Exercise Evaluation and Improvement Planning or E132 \(limited to EMI Resident MEPP candidates\) or G130: Exercise Evaluation](#)
- ◆ [IS 240 or equivalent E/L course: Leadership and Influence](#)
- ◆ [E/L 551: Devolution Training](#)
- ◆ [E/L 156: Building Design for Homeland Security T-t-T Course for Continuity of Operations or E/L 155: Building Design for Homeland Security](#)
- ◆ E/L 262: Instructional Delivery for Subject Matter Experts or G265: Instructional Delivery Skills (formerly G261: Instructional Presentation Skills)
- ◆ \*\*\* [Instruct COOP Manager's T-t-T Course](#)
- ◆ \*\*\* [Facilitate COOP Planner's T-t-T Workshop](#)
- ◆ \*\*\* Written Comprehensive Exam (150 questions) – Applicants are eligible to take the comprehensive exam once they have met all other Level II requirements.

### **Continuity Practitioner Certificates**

The FEMA Emergency Management Institute (EMI) will issue all certificates. Contact information on certifications, applications or questions can be found at:

<http://www.fema.gov/about/org/ncp/coop/training.shtm>.

### **Additional Resources Addressing Training and Exercises for Continuity of Operations (COOP) Planning**

The U.S. Department of Education and the REMS TA Center convened a panel of experts in March 2008 to create the advanced training curriculum, "[Continuity of Operations \(COOP\) Planning](#)." Topics discussed include COOP-planning considerations, a description of the nine elements of a viable COOP plan, and potential impacts of a COOP situation. In addition, the REMS TA Center recently launched the online course, Continuity of Operations (COOP) Planning in School Emergency Management. This course, part of the REMS TA Center's School Emergency Management Online Courses Special Topics Course Series, is also available at [http://rems.ed.gov/index.php?page=online\\_courses](http://rems.ed.gov/index.php?page=online_courses).

*Continuity of Operations* describes the Continuity Management Cycle and how it should be used to develop sound continuity of operations plans. All of the trainings are accessible online at <http://training.fema.gov/IS/crslist.asp?page=6> .

The Department of Homeland Security and FEMA also have developed numerous resources specific to COOP planning, including:



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- DHS COOP Template
- DHS COOP Template Instructions
- FEMA COOP Multi-Year Strategy Template
- FEMA COOP Multi-Year Strategy Template Guide
- FEMA COOP Multi-Year Strategy Budget
- FEMA COOP Self-Assessment Tool
- FEMA COOP Vital Records PowerPoint
- FEMA Devolution of Operations Plan Template
- FEMA Pandemic Influenza COOP Annex Template Instructions

These materials are available online at <http://www.fema.gov/government/coop/index.shtm>.

#### **Disaster Resilient Universities (DRU) Listserv**

The DRU Listserv is intended for university and/or college emergency management professionals to share information and engage in discussions and dialogues related to the profession and emerging issues around campus emergency management. The DRU Listserv is hosted by the University of Oregon Emergency Management & Continuity Program.

<http://lists.uoregon.edu/list-interface.html>

#### **DRU Community of Practice**

The DHS S&T Communities of Practice is an online network of vetted, active and retired First Responders, emergency response professionals and Federal, State, local, or Tribal Homeland Security officials sponsored by the U. S. Department of Homeland Security (DHS) Science & Technology (S&T) Directorate's First Responder Technologies (R-Tech) program. Registered members of this professional network share information, ideas, and best practices, enabling them to more efficiently and effectively prepare for all hazards. DRU Community of Practice, as a place to share secure documents such as meeting minutes, EOPs, procedures/protocols, and other FOUO materials. The DRU Community of Practice is also the new location of the DRU Repository. <http://communities.firstresponder.gov>

#### **Virginia Department of Emergency Management**

The Virginia Department of Emergency Management VDEM provides Continuity Planning Resources on their website at <http://www.vaemergency.gov/em-community/plans/coop>.

Specific to college campuses, VDEM's publication titled [Institutions of Higher Education Continuity of Operations \(COOP\) Planning Manual](#), although specific to college campuses, contains a wealth of information on the overall planning phase, implementing a COOP team,



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and prioritizing essential functions, facilities and personnel. This document also provides numerous worksheets to assist in COOP planning, implementation, and maintenance tasks.

#### **Pandemic Planning Emergency Support Functions (ESF) Considerations**

Pandemic planning also utilizes the concept of essential functions, which are called emergency support functions (ESFs). The Emergency Support Functions (ESFs) identify those functions that may need to be addressed to manage an emergency. The multidisciplinary and cross-agency approach to developing these annexes allows for more complete and coordinated responses in an emergency. This becomes the operational guidance for emergencies, details the concept of operations, and is used by those activated. A sample grid outlining ESF considerations is available online at

[http://rems.ed.gov/views/documents/Training\\_CHIL07\\_ESF.pdf](http://rems.ed.gov/views/documents/Training_CHIL07_ESF.pdf).

#### **Shaken, but Not Stirred**

This April 2011 publication from the University of Canterbury (New Zealand) highlights one “a university’s resilience in the face of adversity” as it experienced and recovered from an earthquake in September 2010. This publication examines the university’s process of preparing for the possibility of school closures, including conducting training and drill exercises and hazards and vulnerabilities assessments, through the actual response process and implementing COOP to ensure the campus could re-open as soon as possible. This publication is accessible online at [www.resorgs.org.nz/pubs/shakenbutnotstirred.pdf](http://www.resorgs.org.nz/pubs/shakenbutnotstirred.pdf).