



FEMA

TRAINING ANNOUNCEMENT

COURSE:

**L548 CONTINUITY OF OPERATIONS PLANNING PROGRAM MANAGER'S
TRAIN-THE-TRAINER COURSE**

Sponsored by the Harris County Office of Homeland Security and Emergency Management in partnership with the City of Houston Mayor's Office of Public Safety and Homeland Security.

DESCRIPTION:

The Continuity Program Manager's Training Course is to provide COOP training for Program Managers. Priority seating for this training course is given to government personnel in Texas. The training includes a train-the-trainer module.

DATES/TIMES:

Monday, July 29, 2019 08:30 a.m. - 4:30 p.m.
Tuesday, July 30, 2019 08:30 a.m. - 4:30 p.m.

LOCATION:

Houston TranStar
Conference Room 120A & 120B
6922 Katy Road Houston, TX 77024

OBJECTIVES:

Upon completion of this course, participants should be able to:

- 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.

INTENDED AUDIENCE:

Managers/Employees responsible for managing/supporting a Continuity Program (must possess the necessary skills to instruct.)

COSTS:

There is NO COST for the training.

LODGING/TRAVEL:

Lodging arrangements are the responsibility of the student.
All travel costs are the responsibility of each respective agency.

**APPLICATION
DEADLINE:**

Registration accepted until Friday, July 19, 2019 or until the class is full.
Approved participants will receive an approval notification via E-mail.

**REGISTRATION/
Application Process:**

Applicants must sign up on www.preparingtexas.org using course code L548 or click the link: [L-548 Continuity of Operations Planning \(COOP\) Program Manager Train-the-Trainer Course \(Posted\)](#)

The submission of **FEMA Form 119-25-1** (General Admission Application) is also required. The course code number is L548. <https://training.fema.gov/apply/119-25-1.pdf>

Submit the completed and signed FEMA Form 119-25-1 to:
Jennifer Suter via E-Mail: Jennifer.Suter@oem.hctx.net

*Class participation is limited to 30 seats.
Federal, State, Local, and Tribal government employees in Texas will receive priority consideration for class seats.*

**CANCELLATION
POLICY**

If you need to cancel your registration, please forward an E-mail to: Jennifer.Suter@oem.hctx.net

**COURSE POC:
(Point of Contact)**

For questions e-mail or call Jennifer Suter or Tina Rose
Jennifer.Suter@oem.hctx.net or 713.426.9544
Tina.Rose@HoustonTx.gov or 832.393.1059

TRAINING MANAGER:

Brad McDannald, Master Continuity Practitioner,
FEMA Region 6
BradR.McDannald@fema.dhs.gov

IMPORTANT NOTICE:

FEMA Now Requires Student Identification (SID) Numbers

All applicants ***must*** register using a Student Identification (SID) Number on FEMA Form 119-25-1.
Do not use a Social Security Number.

If you do not already have one, obtain a FEMA Student Identification (SID) number from the Center for Domestic Preparedness Training Administration (**Go to:** <https://cdp.dhs.gov/femasid>).

How do I obtain my FEMA Student Identification (SID) number?

Step 1: To register, go to <https://cdp.dhs.gov/femasid>

Step 2: Click on the "Register for a FEMA SID" box.

Step 3: Follow the instructions and provide the necessary information to create your account.

Step 4: You will receive an email with your SID number. You should save this number in a secure location.

What do I do with this new SID number I've been assigned?

The SID number must be used in place of the SSN on your General Admissions Application ([FEMA Form 119-25-1](#), Box 3) and the General Admissions Application Short Form ([FEMA Form 119-25-2](#), Box 3) for any courses that begin on or after October 1, 2012.