



FEMA

TRAINING ANNOUNCEMENT

COURSE:

L550 CONTINUITY PLANNERS WORKSHOP

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 Planners Workshop is for Program Managers at the Federal, State, Local, and Tribal levels of government. Continuity Plans facilitate the performance of essential functions during any situation which may disrupt normal operations. The goal of this workshop is to provide participants with the tools and hands-on experience necessary to improve the organization's Continuity of Operations Plans (COOP).

DATES/TIMES:

Wednesday, July 31, 2019 08:30 a.m. - 4:30 p.m.
Thursday, August 1, 2019 08:30 a.m. - 4:30 p.m.
Friday, August 2, 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:

- Assess your organization's current continuity plans.
- Relate the planning steps to each phase of continuity operations.
- Identify key persons who should be included in the continuity planning process.
- Identify areas requiring more detail in your current continuity plans and develop a strategy or strategies for resolving them.
- Analyze the risks and vulnerabilities related to your primary facility and the selection of alternate facilities.
- Revise or develop your organization's continuity plans.
- Develop a strategy for testing, training, and exercising your continuity plans.

PREREQUISITE

Successful completion of E/L 548 Continuity Of Operations Planning (COOP) Train-the-Trainer Program Managers Course

COSTS:

There is NO COST for this training; however, all travel costs associated with this training are the responsibility of each respective agency and lodging arrangements are the responsibility of the student.

**APPLICATION
DEADLINE:**

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

**REGISTRATION/
Application Process:**

Applicants must sign up on www.preparingtexas.org using course code L550 or click: [L-550 Continuity of Operations Planning \(COOP\) Planners Workshop](#)

The submission of **FEMA Form 119-25-1** (General Admission Application) is also required. **The course code number is L550.**
<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:
(Points of Contact)**

For questions about this class, contact 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.