Dear Continuity Planner and Program Manager

On behalf of U.S. COURTS - National Continuity Programs (NCP), FEMA Region IX Continuity Programs and Cal OES’s Statewide Continuity Programs has coordinated the opportunity to participate in a regional delivery of FEMA’s E/L 550 Continuity Planners (Train the Trainer) Workshop. The E/L 550 is open to local, tribal government, and state and federal agencies to help continuity managers and their planners with the “how to” rather than the “what to”, as was provided in the MGT 331 Continuity Manager’s Course. This workshop provides participants with the skills and knowledge to develop continuity plans that comply with the requirements of the National Security Presidential Directive-51/Homeland Security Presidential Directive-20, the National Continuity Policy Implementation Plan, Federal Continuity Directives 1 and 2, Continuity Guidance Circular 1 and 2, and the California State Continuity Program.

The goal of this workshop is to provide you with the tools and hands-on experience necessary to improve your organization’s continuity plans.

Course Objectives

- 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.

This unique workshop focuses on those who shape, manage, and maintain organizational continuity programs. The E/L 550 incorporates discussion-based group dynamics that engage the participants in a hands-on learning experience. This is an invaluable instructional tool that draws on the various backgrounds and expertise to create an environment in which they apply sound continuity principles to organizational continuity plans. The final portion of this workshop allows individuals to develop organizational strategies and milestones to improve overall continuity programs throughout California. The last day is an optional train-the-trainer portion where participants receive specific instruction in set-up and delivery of the workshop material.
E/L 550 Course Overview

This course is designed for presentation over 2 consecutive days. Instruction time totals 10 hours and 45 minutes over the two-day period. (Note: Last day ends approximately at 1 to 4:00 p.m.)

Registration - Sign-in is at 07:30 a.m. and Start Time 08:00 a.m. daily.

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<td>Introduction and Workshop Overview</td>
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<td>Applying the Continuity Planning Process</td>
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<td>Continuity Plan Activation and Relocation</td>
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<td>Unit 8</td>
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*The allocation of 10.45 hours includes time allocated for pre- and post-tests and course evaluations over 3 days.

General Information for E/L 550 Continuity Planners Workshop

Training Location: U.S. COURTS BUILDING  
255 E. Temple Street ROOM 1268  
Los Angeles, CA 90012

From LAX to US Courts Building, **255 E Temple St #1268, Los Angeles, CA 90012** - 19.4 mi, 27 minutes In good traffic: 38 minutes, in rush hour (7-8a/4-6p) add 45 minutes to an hour.

Directions: From LAX to US Courts Building, 255 E Temple Street Room #1268, Los Angeles, CA 90012 - 19.4 mi, 27 minutes (In good traffic: 38 minutes, in rush hour (7-8a/4-6p) add 45 minutes to an hour). Take Interstate 110 N/Exit U.S. 101 S and take the Los Angeles St exit 0.1 mi. Turn right onto N Los Angeles St. 0.1 mi. and take the 2nd left onto E Temple St 482 ft.
CONTINUITY PLANNING – BUILDING ORGANIZATIONAL RESILIENCY

E/L55031 Course Main Point of Contact
Course POC: Michael J. Cyran
(213) 321-2039 / (323) 663-1959
Email: mjcyranwd6alm@hotmail.com

E/L550 Training Prerequisites
It is recommended that participants complete FEMA’s Emergency Management Institute (EMI) on-line professional development courses IS-546a & IS 548 prior to attending this course and have the comparable levels of understanding to facilitate and train organizational continuity program activities. IS-546 Course Link: http://training.fema.gov/EMIWeb/IS/is546a.asp
IS-548 Course Link: http://training.fema.gov/EMIWeb/IS/is548.asp

Please Note: This course is part of FEMA’s Professional Continuity Practitioner Level I prerequisite.

Workshop Instructors:
MICHAEL J. CYRAN, MEP, Los Angeles County Disaster Communications Service, 2317 Glendale Boulevard, Los Angeles, California 90039, (213) 321-2039/(323) 663-1959 / mjcyranwd6alm@hotmail.com

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Summary
The E/L550 training builds upon initial skills taught from FEMA’s EMI basic continuity courses. Senior Continuity Managers use in-depth checklists to evaluate organizational continuity programs. The workshop allows individuals to develop organizational strategies and milestones to improve overall continuity programs throughout California.

Prepared By: Patrick T. Hammond, Cal OES State Continuity Programs Lead