

# Unit 1: Introduction and Course Overview



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# Student Introductions

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**Please present your:**

- **Name.**
- **Organization.**
- **Greatest need from this workshop.**
- **Experience with continuity.**



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# Administrative Information

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- Hours.
- Evacuation routes and fire exits.
- Restrooms.
- Smoking.
- Breaks and lunch.

**Please put your cell phone or pager  
on vibrate!**



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# Course Goal

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**The goal of the course is to provide the students with the knowledge, skills, and tools necessary to develop and implement continuity plans according to established continuity requirements and guidance.**



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# Course Objectives (1 of 2)

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- **Correctly recognize the background and policy regarding continuity that affects development of continuity plans for reference in plan development.**
- **Develop a strategy to create a continuity plan using available requirements, guidance, and tools.**
- **Recognize and incorporate the all key elements of a viable continuity capability into an outline for their continuity plan.**
- **Explain the four phases of continuity and relate their application to the continuity planning process in your organization.**



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# Course Objectives (2 of 2)

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- **Recognize factors that affect plan maintenance and distribution strategies based upon factors identified through best practices, requirements, and guidance.**
- **Demonstrate knowledge of key concepts and strategies for developing, implementing, and updating a continuity plan that adheres to requirements and guidance by passing the final exam with at least a 70%.**



# Course Agenda

	<b>AM</b>	<b>PM</b>
<b>Day 1</b>	<ol style="list-style-type: none"><li>1. Introductions and Course Overview</li><li>2. Initiating the Planning Process</li></ol>	<ol style="list-style-type: none"><li>3. Elements of a Viable Continuity Capability</li></ol>
<b>Day 2</b>	<ol style="list-style-type: none"><li>3. Elements of a Viable Continuity Capability (cont.)</li></ol>	<ol style="list-style-type: none"><li>3. Elements of a Viable Continuity Capability (cont.)</li></ol>
<b>Day 3</b>	<ol style="list-style-type: none"><li>3. Elements of a Viable Continuity Capability (cont.)</li><li>4. Operational Phases and Implementation</li></ol>	<ol style="list-style-type: none"><li>4. Operational Phases and Implementation (cont.)</li><li>5. Plan Maintenance and Distribution</li><li>6. Course Summary and Final Exam</li></ol>



# Course Materials

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- **Student Manual.**
- **Reference Guide:**
  - **Policy and guidance.**
  - **Templates.**
- **Continuity Evaluation Tool/Continuity Assessment Tool.**

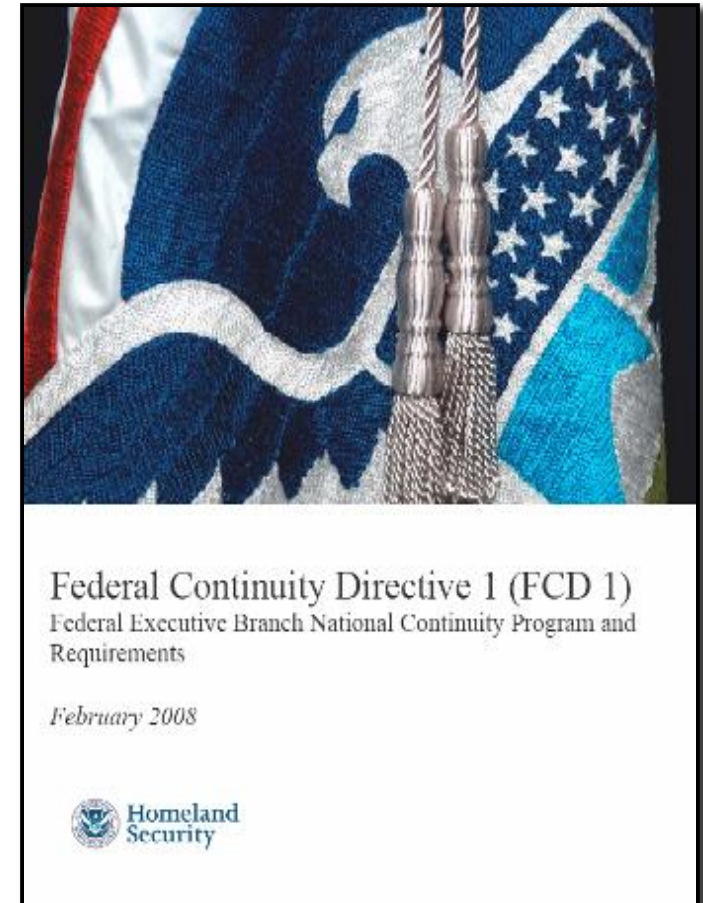


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# FCD 1 and 2/CGC 1 and 2

- **Federal Continuity Directives 1 and 2** provides direction for the development of continuity plans and programs for the Federal Executive Branch.
- **Continuity Guidance Circulars 1 and 2** provides continuity guidance for non-Federal agencies.

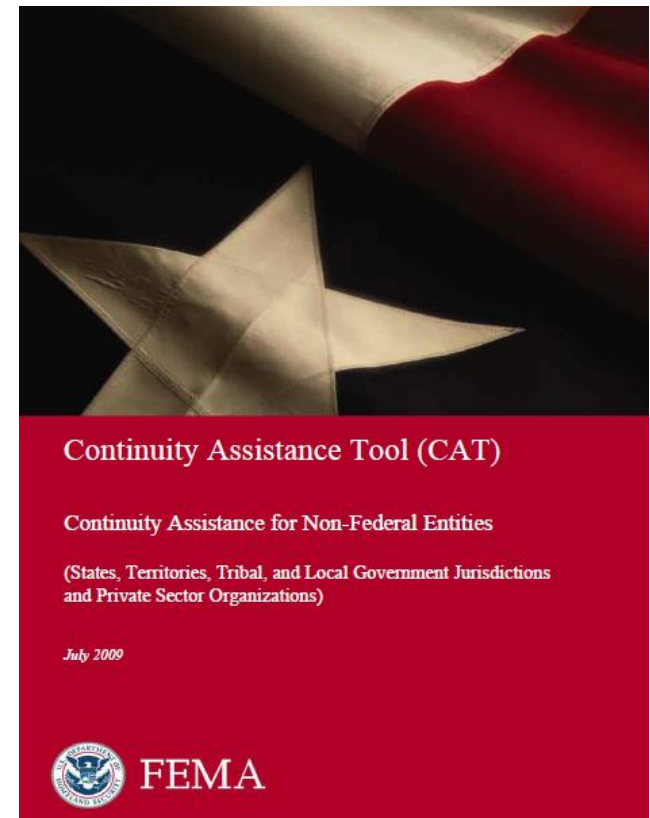


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# Continuity Evaluation Tool/Assistance Tool

## The Continuity Evaluation Tool (CET) and Continuity Assistance Tool (CAT):

- Ensure organizations meet continuity requirements and guidelines.
- Serve as an assessment tool to evaluate continuity programs and plans.
- Identify areas of strength and areas of improvement within a continuity program.



# CET/CAT Use in this Course

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- **A sample continuity plan is provided for use during course activities.**
- **Using the CET (Federal) or the CAT (non-Federal), allows for:**
  - **Identifying best practices and areas for improvement in the sample plan.**
  - **Determining how the areas of strength and improvement relate to your organization's plan.**
  - **Learn how to use the CET/CAT to build and assess your own continuity plan.**



# Importance of Evaluations (1 of 2)

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**Why is it important to evaluate your continuity plan and program?**



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# Importance of Evaluations (1 of 2)

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- **Mandatory requirement (Federal).**
- **Best practice.**
- **Feeds into Corrective Action Program.**
- **Identifies areas of strength and for improvement.**
- **Assists in the prioritization and resourcing of continuity issues.**
- **Can give an external view of continuity plans.**



# Definition of Continuity (1 of 2)

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**What is continuity?**



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# Definition of Continuity (1 of 2)

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**Continuity of operations is an effort within individual organizations to ensure that essential functions continue to be performed during a wide range of emergencies.**



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# Importance of Continuity Planning (1 of 2)

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**Why is continuity planning important?**



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# Importance of Continuity Planning (2 of 2)

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## Continuity planning:

- **Ensures the continuity of essential functions across a wide range of emergencies and events.**
- **Enables organizations to continue the functions on which their customers depend.**
- **Is part of the fundamental mission of all organizations.**

**Today's changing threat environment has increased the need for a continuity program and plan.**



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# Case Study: Joplin, MO Tornado

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- **17,000 people were directly affected and 161 people lost their lives**
- **553 businesses destroyed**
- **10 schools not functional (6 destroyed and 4 damaged)**
- **Two fire stations destroyed**
- **One of two hospitals destroyed**
- **Critical infrastructure destroyed or not functional**



# Case Study: Hurricane Katrina

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- **83 General Services Administration-owned and -leased buildings damaged in Louisiana, Alabama, and Mississippi.**
- **2,600 Federal employees from 28 agencies relocated.**
- **Damaged buildings included:**
  - **Social Security Administration.**
  - **Federal Bureau of Investigation and Drug Enforcement Administration.**
  - **Internal Revenue Service.**
  - **U.S. Court of Appeals (Fifth Circuit).**



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# Activity: Identifying Planning Needs

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## Instructions:

1. Work in groups, as assigned by the instructor.
2. Discuss continuity planning in your organizations.
3. Identify three common themes for:
  - What works well.
  - Areas needing improvement.



**You have 10 minutes to complete this activity.**



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# Summary and Transition (1 of 2)

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**This unit . . .**

- **Presented the course goal, objectives, and materials.**
- **Defined continuity.**
- **Introduced tools available to assist in the writing and evaluation of continuity plans.**

**Unit 2...**

- **Will introduce initiating the continuity planning process.**



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# Summary and Transition (2 of 2)

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Questions?



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