

## Continuity of Operations Plan (COOP) Refresher Workshop Central Florida Disaster Medical Coalition

BOLDplanning appreciates the opportunity to present the Central Florida Disaster Medical Coalition with the following Continuity of Operations Plan Refresher Workshop. This workshop is intended for existing users who are utilizing the BOLDplanning system to maintain/update their Continuity of Operation Plan.

### Continuity of Operations Plan Refresher Workshop (Virtual)

February 16, 2023, 9am-12pm ET

#### Registration:

<https://www.signupgenius.com/go/8050E49ACA828A4FA7-cfdmc6>

**Since this workshop is virtual, a zoom link will be sent out to all registrants' emails a week or so prior to the workshop.**

This workshop is tailored to reflect the level of planning expertise of participants. This workshop will provide participants with information regarding:

- Baseline of what Continuity of Operations Planning is.
- Why Continuity of Operations Planning is important.
- How Continuity of Operations Planning applies to the real world.

Participants will also learn how to navigate throughout the BOLDplanning platform and will have the opportunity to navigate throughout the platform on their own. The hands-on portion of the workshop will focus on the people, places, and things within their plan. The participants will work within their plan to further develop:

- Importing from the Master Data Area when applicable.
- Each module on the Main Menu and how each of those sections integrates and links together to form a complete COOP plan.
- Contacts, Teams, Orders of Succession and Delegations of Authority by adding, updating, and importing data as well as understanding the definition of these sections.
- Facilities to ensure they have all the required information needed within the plans, including resources, alternates, and the number of staff members.
- Vital Records to update new information in each plan as well as filling in the gaps of each record to ensure that vital resources can be located and backed up if needed.
- Essential Functions to make sure they are clear and concise as well as supported by their personnel and vital records.
- Cursory review of the messaging, file archives, communications, security, and alerting, drive away kits, as well as testing, training, and exercise modules at the discretion of the team.