

# Continuity of Operations (COOP) Awareness Course

## University of Nevada, Reno

This workshop will be offered at two different times

**Workshop Dates:** **Wed., May 23, 2018**  
**1:00—4:30 pm**  
**Thurs., May 24, 2018**  
**8:30—12:00 Noon**



**Register to Attend**  
[www.nevadacontinuity.com](http://www.nevadacontinuity.com)

**Location:** University of Nevada, Reno  
Ansari Business Bldg.  
Room 208

**This workshop will give you the tools to develop a Continuity of Operations Plan for your department.**

### This half-day COOP training will cover

- COOP training will be conducted for participants who are new to COOP and those who would like a refresher and update their COOP Plan.
- The key elements of a COOP plan will be reviewed and discussed.
- Participants will be introduced to the COOP Planning Tool (Bold Planning) and will begin to start building an individualized plan for their department's continuity of operations.

### Who should attend

This discussion topics of this workshop will be focused towards key department personnel who would be responsible for maintaining University operations in the event of an emergency or disaster.

### Workshop Trainers



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### Workshop Agendas

#### Wednesday, May 23

12:30-1:00	Registration and Check-in
1:00 - 1:15	Introduction and Statewide Project Overview
1:15 - 1:45	Workshop and NevadaContinuity.com Overview
1:45 – 2:00	NevadaContinuity.com User Setup
2:00 – 2:15	Break
2:15 - 4:15	COOP Plan Working Session <ul style="list-style-type: none"><li>• Defining the Key Elements of a COOP Plan</li><li>• NevadaContinuity.com Key Elements Walkthrough</li></ul>
4:15 - 4:30	Wrap up

#### Thursday, May 24

8:00 - 8:30	Registration and Check-in
8:30 - 8:45	Introduction and Statewide Project Overview
8:45 - 9:15	Workshop and NevadaContinuity.com Overview
9:15 – 9:30	NevadaContinuity.com User Setup
9:30 – 9:45	Break
9:45 - 11:45	COOP Plan Working Session <ul style="list-style-type: none"><li>• Defining the Key Elements of a COOP Plan</li><li>• NevadaContinuity.com Key Elements Walkthrough</li></ul>
11:45 - 12:00	Wrap up

*This workshop is sponsored by the Nevada Statewide COOP Planning Project Grant Initiative*