



**FEMA**

## **Operation Blazing Foliage Emergency Preparedness in Western Massachusetts Federal Executive Association of Western Mass Continuity Workshop**

The Federal Executive Association of Western Massachusetts (FEAWM) and the Federal Emergency Management Association (FEMA) Region I are pleased to invite you to the Western Mass Continuity Workshop.

The Workshop will be conducted on **Tuesday, October 23, 2012** from **8:00am to 12:00pm**. **Registration will begin at 7:30am**. The workshop will be held at Holyoke Community College, Kittredge Center, 303 Homestead Avenue, Holyoke, MA 01040. The event is free to all federal agencies and state and local partners. Participants can choose to attend a Continuity 101 Workshop or a Reconstitution Workshop. (Please see workshop descriptions below.) Light breakfast refreshments will be provided.

Regardless of which Workshop participants choose to attend, the Western Mass Continuity Workshop will provide a format for participants to discuss lessons learned and best practices with representatives from other agencies and assist in building and strengthening relationships within the Western Mass Continuity Community.

If your agency has a Continuity of Operations (COOP) plan, please bring a copy of it to the workshop. It will help you in referencing information during the activities. If your agency does not yet have a COOP plan, don't worry. The COOP 101 workshop will get you on track to developing one.

### ***Workshop Descriptions***

#### **Continuity 101 Workshop**

Continuity Plans establish processes and procedures that allow an organization to maintain its essential functions following a disaster, natural or man-made, short-term or long. The Continuity 101 Workshop will review the ten elements of a viable continuity plan. Activities throughout the Workshop will assist participants in assessing how the elements currently apply to their organization's continuity plan. For those participants still developing continuity plans, the Workshop will provide a strong foundation for plan development.

The ten Continuity elements covered in this course are:

1. Essential Functions
2. Orders of Succession

3. Delegations of Authority
4. Continuity Facilities
5. Continuity Communications
6. Vital Records Management
7. Human Capital
8. Test, Training, and Exercises
9. Devolution of Control
10. Reconstitution

**Participants who could get the most value from this Workshop** include new comers to continuity planning, organizations with Continuity Plans they would like to review and access for areas of improvement, senior leadership, continuity manager, emergency preparedness manager, and stakeholders in the continuity planning process to include personnel from facilities management, IT, records management, and human capital.

### **Reconstitution Workshop**

Reconstitution is the process in which an organization resumes normal operations following a continuity event that has prompted short or long-term continuity operations. A well-developed and exercised Reconstitution plan allows an organization to more quickly recover from an event that disrupts normal operations and consolidates the necessary resources so that the organization can resume its operations as a fully functional entity.

#### Workshop Objectives

- Develop effective and comprehensive reconstitution planning
- Identify planning team membership for reconstitution
- Understand the type and level of reconstitution planning requirements
- Identify special considerations for reconstitution planning

**Participants who could get the most value from this Workshop** include senior leadership, continuity manager, reconstitution manager, facilities manager, as well as personnel from IT, human capital, and records management.

### **Registration and Directions**

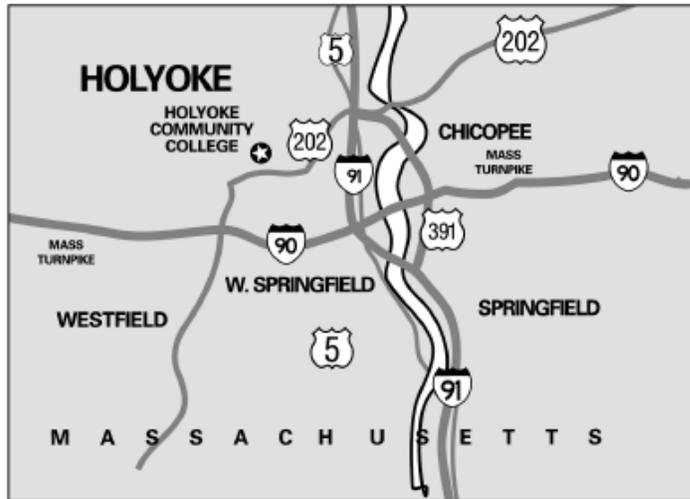
**If you plan to attend this free event, please RSVP by Tuesday, October 16, 2012 and register at: <http://operationblazingfoliage.eventbrite.com>**

It is suggested that each Agency or Program Head along with COOP point of contacts attend the workshop. During registration, you will be directed to select one of the two breakout workshop sessions. Each attendee's name will need to be registered.

For directions and map of the campus, please see the attached. The event will be held at the Kittredge Business Center. Upon entering campus, proceed to Lot E and a parking attendant will direct you from there.

**For more information, please contact Peter Ross at [peter.ross@ice.dhs.gov](mailto:peter.ross@ice.dhs.gov) or 413-504-1631.**

## Directions to Holyoke Community College and Campus Map



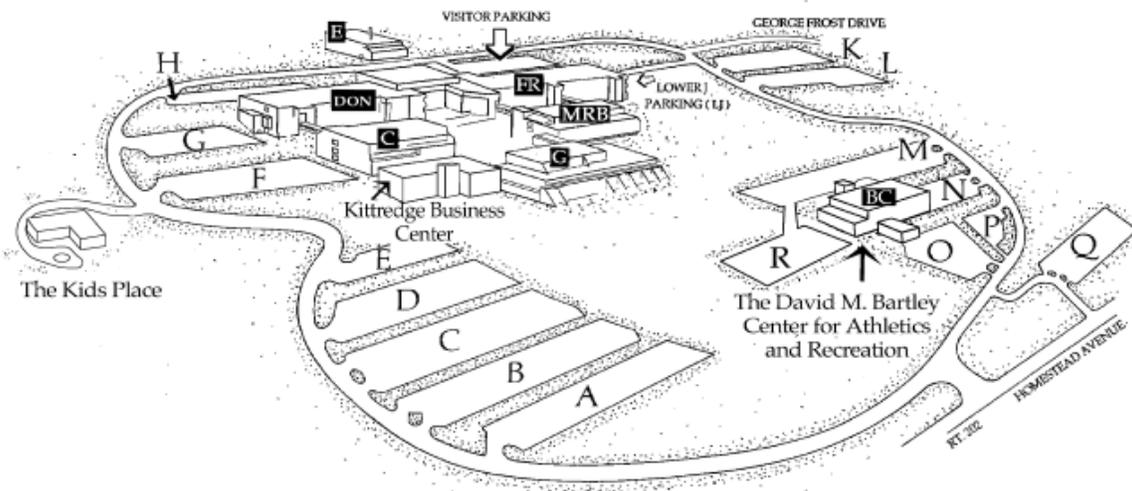
### Directions

**From the North:** I-91 South to Exit 16. Right onto Cherry Street (Route 202). Left at first light onto Homestead Avenue. Right at blinking yellow light.

**From the South:** I-91 North to Exit 16. Left onto Cherry Street (Route 202). Left at first light onto Homestead Avenue. Right at blinking yellow light.

**From the East:** Route 90 West to Exit 4 (I-91). I-91 North to Exit 16. Left onto Cherry Street (Route 202). Left at first light onto Homestead Avenue. Right at blinking yellow light.

**From the West:** Route 90 East to Exit 4 (I-91). I-91 North to Exit 16. Left onto Cherry Street (Route 202). Left at first light onto Homestead Avenue. Right at blinking yellow light.



**Driving Route:** Please enter the campus at the Main Entrance on Homestead. Take a left at the end of the entrance and follow the signs to the listed Parking Lots.

**Parking:** Parking has been reserved for the workshop participants in Lots D, A, B & C for training held in the Kittredge Center. Walk from the parking lot, over the foot bridge, and into the glass doors of the building. You may then take the elevator or stairs.