



KENTUCKY EMERGENCY MANAGEMENT

Matthew G. Bevin
Governor

100 Minuteman Parkway
Boone National Guard Center
Frankfort, KY 40601-6168

Michael E. Dossett
Director

L-557 Mission Essential Functions Workshop (Continuity Guidance)
February 6th & 7th, 2019
Community Financial Services Bank
221 West 5th Street
Benton, KY 42025

Offered in Partnership with

Kentucky Division of Emergency Management (KYEM) & Federal Emergency Management Agency (FEMA)

Course Description

This course is designed for identification and prioritization of essential functions as a prerequisite for continuity planning because they establish the planning parameters that drive an organization's efforts in all other planning and preparedness areas. These functions are activities that are conducted to accomplish an organization's mission and serve its stakeholders. During an event that necessitates the activation of continuity plans, the resources and staff available to an organization will likely be limited and the organization will not be able to perform all of its normal functions. Therefore, a subset of those functions that are determined to be critical activities and defined as the organization's essential functions. These essential functions are used to identify supporting tasks and resources that must be included in the organization's continuity planning process. Class will be begin at 8:00 a.m. CST and conclude at 5:00 p.m. CST each day.

Course Objectives

Upon completion of the course, the student will be able to recognize provisions of this Continuity Guidance Circular as applicable to all State, territorial, tribal, and local governments (i.e. NFGs, which are hereinafter collectively referred to as "organizations"). Private sector and other non-government organizations may also benefit from this guidance and are encouraged to work together with NFG's to implement this guidance and ensure their plans are consistent with government and other private sector partners.

Target Audience

This course is recommended for all Federal, state, territorial, local, and tribal government employees responsible for managing a COOP Program.

Special Notes

Advance student registration is required and a minimum of 15 students are required and must be received by **January 6, 2019** with a maximum of 30 students. You are considered accepted as a student in this class upon receipt of you application by this office so you will not receive a letter acknowledging that acceptance. Meals, lodging, and travel expenses are the responsibility of the student and will NOT be reimbursed by KYEM.

Registration

Registration application for the course can be completed using the following link: www.kyem.ky.gov/training and click on register. When registering, please use proper name as you would like it to appear on the certificate. Students will be notified if the course is cancelled. For this reason, it is imperative that you provide accurate contact information.

For more information, contact

Sherion Roberts, KYEM Areas 1&2, Administrative Officer
502-607-3237

sherion.m.roberts.nfg@mail.mil





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