I. Training Sessions

A. COOP Coordinator Orientation Session
   Date: September 20, 2002
   Time: 09:00 to 11:00
   Location: State Emergency Operations Center
   Address: 2575 Shumard Oak Boulevard; Tallahassee, FL 32399

B. Area 1 Course – Continuity of Operations: Elements of Viability
   Date: October 10, 2002
   Time: 08:30 to 16:30
   Location: Holmes County Emergency Operations Center
   Address: 107 East Virginia Avenue; Bonifay, FL 32425

C. Area 2 Course – Continuity of Operations: Elements of Viability
   Date: September 24, 2002
   Time: 08:30 to 16:30
   Location: State Emergency Operations Center
   Address: 2575 Shumard Oak Boulevard; Tallahassee, FL 32399

D. Area 3 Course – Continuity of Operations: Elements of Viability
   Date: December 5, 2002
   Time: 08:30 to 16:30
   Location: Alachua County Emergency Operations Center
   Address: 1100 SE 27th Street; Gainesville, FL 32602

E. Area 4 Course – Continuity of Operations: Elements of Viability
   Date: November 7, 2002
   Time: 08:30 to 16:30
   Location: Hillsborough County Emergency Operations Center
   Address: 2711 East Hanna Avenue; Tampa, FL 33610

F. Area 5 Course – Continuity of Operations: Elements of Viability
   Date: November 14, 2002
   Time: 08:30 to 16:30
   Location: Orange County Emergency Operations Center
   Address: 6590 Armory Court; Winter Park, FL 32792

G. Area 6 Course – Continuity of Operations: Elements of Viability
   Date: November 21, 2002
   Time: 08:30 to 16:30
   Location: South County Annex/Fire Station
   Address: County Road 761; Arcadia, FL 34266
H. **Area 7 Course – Continuity of Operations: Elements of Viability**

  **Date:** December 12, 2002  
  **Time:** 08:30 to 16:30  
  **Location:** Palm Beach County Emergency Operations Center  
  **Address:** 20 South Military Trail; West Palm Beach, FL 33415

II. **Technical Assistance**

A. **DEM Primary Point-of-Contact**

Karen C. Delimater  
Planner and Management Analyst  
Division of Emergency Management  
2555 Shumard Oak Boulevard  
Tallahassee, FL 32399  
Office: (850) 413-9811  
Fax: (850) 488-5777  
Email: karen.delimater@dca.state.fl.us

B. **DEM Training and Exercise Point-of-Contact**

Lew Ibaugh  
Exercise Training Officer  
Division of Emergency Management  
2555 Shumard Oak Boulevard  
Tallahassee, FL 32399  
Office: (850) 413-9899  
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Email: lewis.ibaugh@dca.state.fl.us

C. **Continuity of Operations Implementation Guidance**

D. **Sample Outline: Continuity of Operations (COOP) Plan**

E. **Sample: Multi-Year Strategy and Program Management Format**

F. **Sample: Continuity of Operations (COOP) Support Documents**

G. **Participant Workbook – Continuity of Operations: Elements of Viability**

III. **Recommended Resources**

A. **State of Florida**

1. Sections 252.31 – 252.62, Florida Statutes (*Emergency Management Act*)
2. Sections 14.055 – 14.056, Florida Statutes (*Governor*)
4. Executive Order 80-29 (*Disaster Preparedness*), dated April 14, 1980
5. Executive Order 87-57 (*State Emergency Response Commission*), dated April 17, 1987; as updated by Executive Orders 98-153 and 98-155


7. Executive Order 01-300 (*Domestic Security*), dated October 11, 2001


B. Other

1. American Red Cross: Emergency Management Guide for Business and Industry


