Virtual Continuity Program Assessment Tool (CPAT) Workshop

Housekeeping

- Welcome and introductions
- Question handling
- Time management

Opening Remarks

Continuity Planning Team

Tony Vasquez
Program Manager 2
Planning Division

Continuity Planners
Disaster Planning Unit

- Matt Cadrett
- Isamar Garcia
- Wes Dunkin

Website: [Continuity Planning | California Governor's Office of Emergency Management](#)

Workshop Overview

Time	Activity
0900 – 0905	Welcome/Introduction
0905 – 0920	Continuity Statewide Initiatives
	CA Office of Information Security/ CA Dept Technology updates
0920 – 1020	Continuity Program Assessment Tool (CPAT) Introduction
1020 – 1030	Future Cal OES Continuity Statewide Initiatives
1030	Wrap-up and adjourn
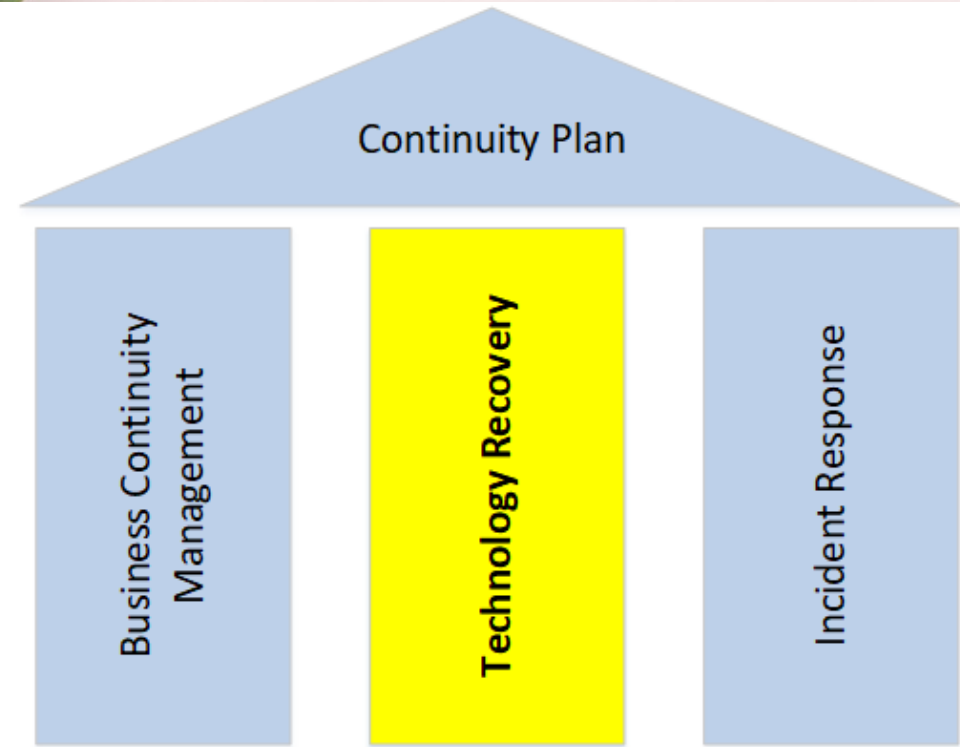
Technology Recovery Planning

1. Updated TRPs submitted once a year by each agency/department.
2. BIA submitted once every other year as a part of CDT requirements.
3. SIMM/SAM Updates
4. Future Business Impact Analysis Template

Engaging Your Counterparts

Partner with your Technology Recovery Planners

- **Do you know who manages your agency's/department's TRP program?**

- **If yes, have you worked with them to accomplish joint goal/objectives?**

8 Step Continuity Planning Process

(1) Initiate/Continue the Continuity Planning Process

(2) Identify Essential Functions

(3) Conduct Business Process Analysis (BPA) & Risk Analysis

(4) Conduct Business Impact Analysis (BIA)

(5) Identify Mitigation Strategies

(6) Identify Key Planning Elements

(7) Develop and Implement Plan and Annexes

(8) Distribute, Maintain, and Update the Plan
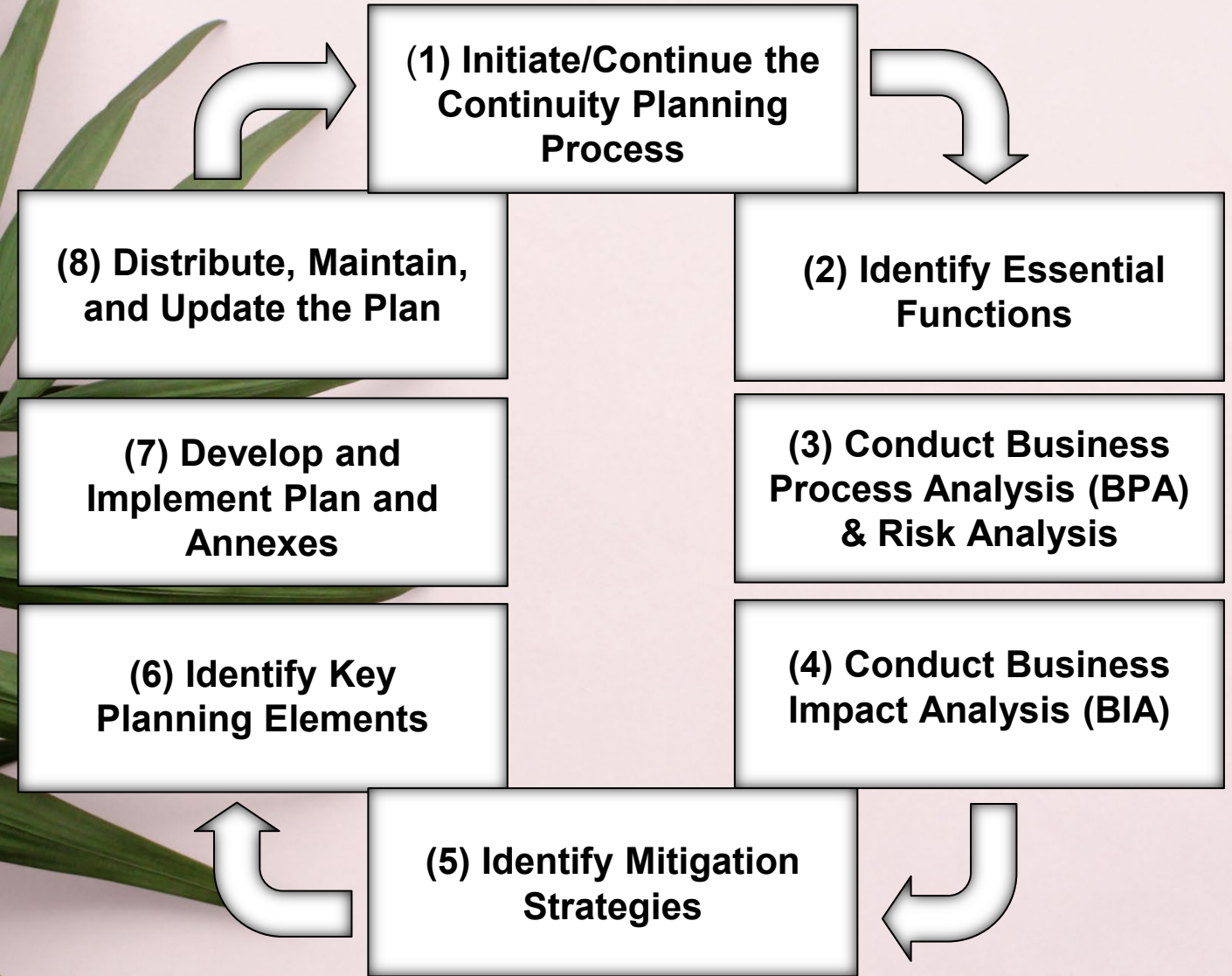
Continuity Planning and IT / TRP Sync
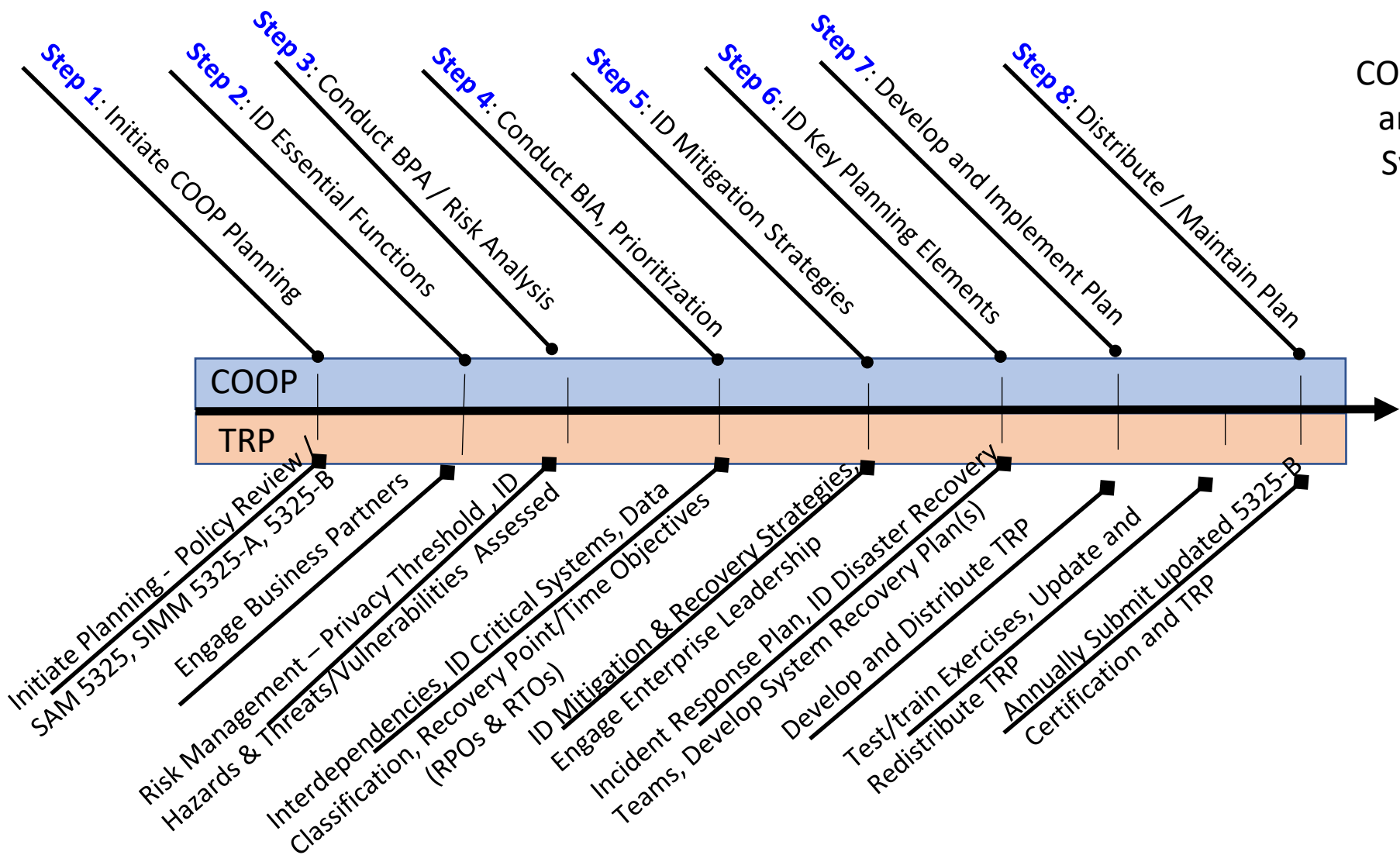
COOP Planning and IT / TRP Sync Model

Step 1: Initiate COOP Planning
Step 2: ID Essential Functions
Step 3: Conduct BPA / Risk Analysis
Step 4: Conduct BIA, Prioritization
Step 5: ID Mitigation Strategies
Step 6: ID Key Planning Elements
Step 7: Develop and Implement Plan
Step 8: Distribute / Maintain Plan

COOP

TRP

Initiate Planning - Policy Review SAM 5325, SIMM 5325-A, 5325-B

Engage Business Partners

Risk Management – Privacy Threshold, ID Hazards & Threats/Vulnerabilities Assessed

Interdependencies, ID Critical Systems, Data Classification, Recovery Point/Time Objectives (RPOs & RTOs)

ID Mitigation & Recovery Strategies, Engage Enterprise Leadership

Incident Response Plan, ID Disaster Recovery Teams, Develop System Recovery Plan(s)

Develop and Distribute TRP

Test/train Exercises, Update and Redistribute TRP

Annually Submit updated 5325-B Certification and TRP

New 2025 Submission Schedule

Quarter 1 – 2025
California Environmental Protection Agency

CalEPA	Agency: CalEPA	11546.1	0555	Secretary for Environmental Protection Agency	Jan. 31st.
			3900	State Air Resources Board	Jan. 31st.
			3930	Department of Pesticide Regulation	Jan. 31st.
			3940	State Water Resources Control Board	Jan. 31st.
			3960	Department of Toxic Substances Control	Jan. 31st.
			3970	Department of Resources Recycling and Recovery	Jan. 31st.
			3980	Office of Environmental Health Hazard Assessment	Jan. 31st.
CalEPA Total					

Quarter 1 – 2025 California Natural Resource Agency

CNRA	Agency: CNRA	11546.1	0540	Secretary for Natural Resources Agency	Jan. 31st.
			3100	Exposition Park	Jan. 31st.
				• Exposition Park Management	Jan. 31st.
				• CA Science Center (1100)	Jan. 31st.
				• CA African-American Museum (1105/3105)	Jan. 31st.
			3125	CA Tahoe Conservancy	Jan. 31st.
			3340	CA Conservation Corps	Jan. 31st.
			3355	Office of Energy Infrastructure Safety	Jan. 31st.
			3360	Energy Resources Conservation and Development Commission	Jan. 31st.
			3460	Colorado River Board of CA	Jan. 31st.
			3480	Department of Conservation	Jan. 31st.
			3540	Department of Forestry and Fire Protection	Jan. 31st.
			3560	State Lands Commission	Jan. 31st.
			3600	Department of Fish and Wildlife	Jan. 31st.
			3640	Wildlife Conservation Board	Jan. 31st.
			3720	CA Coastal Commission	Jan. 31st.
			3760	State Coastal Conservancy	Jan. 31st.
			3780	Native American Heritage Commission	Jan. 31st.
			3790	Department of Parks and Recreation	Jan. 31st.
			3810	Santa Monica Mountains Conservancy	Jan. 31st.
			3820	San Francisco Bay Conservation and Development Commission	Jan. 31st.
CNRA	Agency: CNRA	11546.1	3825	San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy	Jan. 31st.
			3830	San Joaquin River Conservancy	Jan. 31st.
			3835	Baldwin Hills and Urban Watersheds Conservancy	Jan. 31st.
			3840	Delta Protection Commission	Jan. 31st.
			3845	San Diego River Conservancy	Jan. 31st.
			3850	Coachella Valley Mountains Conservancy	Jan. 31st.
			3855	Sierra Nevada Conservancy	Jan. 31st.
			3860	Department of Water Resources	Jan. 31st.
				• Central Valley Flood Protection Board (3862)	Jan. 31st.
				• CA Water Commission	Jan. 31st.
			3875	Sacramento-San Joaquin Delta Conservancy	Jan. 31st.
			3885	Delta Stewardship Council	Jan. 31st.

Quarter 1 – 2025
California Government Operations Agency

GovOps	Agency: CA Gov Ops	11546.1	0511	Secretary for Government Operations Agency	Jan. 31st.
				• Cradle-to-Career	Jan. 31st.
			7501	Department of Human Resources	Jan. 31st.
			7502	Department of Technology	Jan. 31st.
			7503	State Personnel Board	Jan. 31st.
			7504	Office of Data and Innovation	Jan. 31st.
			7600	CA Department of Tax and Fee Administration	Jan. 31st.
			7730	Franchise Tax Board	Jan. 31st.
			7760	Department of General Services	Jan. 31st.
			7870	CA Victims Compensation Board	Jan. 31st.
			7900	Public Employee's Retirement System (CalPERS)	Jan. 31st.
			7910	Office of Administrative Law	Jan. 31st.
			7920	State Teacher's Retirement System	Jan. 31st.
			8880	Financial Information Systems for CA (Fi$Cal)	Jan. 31st.

Quarter 1 – 2025
California Judicial and Constitutional Branches

Indep/Const	Judicial Branch	11000	0250	Judicial Branch	Feb. 1st.
	LAO List: Constitutional	11000	0160	Legislative Counsel Bureau	Feb. 1st.
			0500	Governor's Office	Feb. 1st.
			0750	Office of the Lieutenant Governor	Feb. 1st.
			0820	Department of Justice	Feb. 1st.
			0840	State Controller's Office	Feb. 1st.
			0845	Department of Insurance	Feb. 1st.
			0860	State Board of Equalization	Feb. 1st.
			0890	Office of the Secretary of State	Feb. 1st.
			0950	State Treasurer's Office	Feb. 1st.
			6100	Department of Education	Feb. 1st.
			0100	Legislature	Feb. 1st.
				Legislative Data Center	Feb. 1st.
				Legislative Analysts Office	Feb. 1st.
			0270	Judicial Counsel	Feb. 1st.

Quarter 1 – 2025
California Statutory Authority Branches

LAO List: Statutory Authority	11000	0552	Office of the Inspector General	Feb. 1st.
		0850	CA State Lottery (0850 Lottery Commission)	Feb. 1st.
		0855	CA Gambling Control Commission	Feb. 1st.
		0870	Office of Tax Appeals	Feb. 1st.
		1703	CA Privacy Protection Agency	Feb. 1st.
		4800	CA Health Benefit Exchange (Covered CA)	Feb. 1st.
		6125	Education Audit Appeals Panel	Feb. 1st.
		6255	CA State Summer School for the Arts	Feb. 1st.
		6440	University of CA	Feb. 1st.
		6610	CA State University	Feb. 1st.
		8120	Commission on Peace Officer Standards and Training (POST)	Feb. 1st.
		8385	California Citizens Compensation Commission	Feb. 1st.
		8420	State Compensation Insurance Fund	Feb. 1st.
		8660	Public Utilities Commission	Feb. 1st.
		8780	Milton Marks "Little Hoover" Commission on CA State Government Organization and Economy	Feb. 1st.
		8855	CA State Auditor's Office	Feb. 1st.
		8885	Commission on State Mandates	Feb. 1st.
		3105	Tahoe Regional Planning Authority	Feb. 1st.

Quarter 2 – 2025 Unaffiliated

Unaffiliated	Agency: Unaffiliated	11546.1	0280	Commission on Judicial Performance	April 30th.
			0509	Governor's Office of Business and Economic Development (GO-Biz)	April 30th.
			0596	CA Volunteers (CA Agency on Service and Volunteering)	April 30th.
			0650	Office of Planning and Research	April 30th.
			0690	Office of Emergency Services	April 30th.
			0911	Citizens Redistricting Commission	April 30th.
			0954	Scholarshare Investment Board	April 30th.
			0956	CA Debt and Investment Advisory Commission	April 30th.
			0957	CA Hope, Opportunity, Perseverance, and Empowerment for Children Trust Account Program Board	April 30th.
			0959	CA Debt Limit Allocation Committee	April 30th.
			0968	CA Tax Credit Allocation Committee	April 30th.
			0971	CA Alternative Energy and Advanced Transportation Finance Authority	April 30th.
			0974	CA Pollution Control Financing Authority	April 30th.
			0977	CA Health Facilities Financing Authority	April 30th.
			0981	CA Able Act Board	April 30th.
			0984	Calsavers Retirement Savings Board	April 30th.
			0985	CA School Finance Authority	April 30th.
			0989	CA Educational Facilities Authority	April 30th.
			4250	CA Children and Families Commission (First 5)	April 30th.
			4560	Mental Health Services Oversight and Accountability Commission	April 30th.
			5227	Board of State and Community Corrections	April 30th.
			6120	CA State Library / Office of the State Librarian	April 30th.
			6360	Commission on Teacher Credentialing	April 30th.
			6445	CA Institute for Regenerative Medicine	April 30th.
			6600	College of the Law, San Francisco	April 30th.
			6870	Board of Governors of the CA Community Colleges	April 30th.
			6980	CA Student Aid Commission	April 30th.
			8140	State Public Defender's Office	April 30th.
			8260	CA Arts Council	April 30th.
			8560	CA Exposition and State Fair	April 30th.
			8570	Department of Food and Agriculture	April 30th.
			8620	Fair Political Practices Commission	April 30th.
			8820	Commission on the Status of Women and Girls	April 30th.
			8825	Commission on Asian and Pacific Islander American Affairs	April 30th.
			8830	CA Law Revision Commission	April 30th.
			8860	Department of Finance	April 30th.
			8940	Military Department	April 30th.
			8955	Department of Veterans Affairs	April 30th.

Quarter 2 – 2025
California Department of Corrections and Rehabilitation

CDCR	Agency: CDCR	11546.1	5225	Department of Corrections and Rehabilitation	April 30th.
				• Correctional Health Care Services (HQ, Regional, Unallocated)	April 30th.
			5420	Prison Industry Authority	April 30th.

Quarter 3 – 2025
California Health and Human Services Agency

CalHHS	Agency: CalHHS	11546.1	0530	Secretary for CA Health and Human Services Agency	July 31st.
				• Center for Data Insights & Innovation	July 31st.
			0531	Office of Technology and Solutions Integration	July 31st.
			4100	State Council on Developmental Disabilities	July 31st.
			4120	Emergency Medical Services Authority	July 31st.
			4140	Department of Health Care Access and Information	July 31st.
			4150	Department of Managed Health Care	July 31st.
			4170	CA Department of Aging	July 31st.
			4180	Commission on Aging	July 31st.
			4260	State Department of Health Care Services	July 31st.
			4265	Department of Public Health	July 31st.
			4300	Department of Developmental Services	July 31st.
			4700	Department of Community Services and Development	July 31st.
			5160	Department of Rehabilitation	July 31st.
			5170	State Independent Living Council	July 31st.
			5175	Department of Child Support Services	July 31st.
			5180	Department of Social Services	July 31st.
			4440	Department of State Hospitals	July 31st.

Quarter 3 – 2025
California Labor & Workforce Development Agency

LWDA	Agency: LWDA	11546.1	0559	Secretary for Labor and Workforce Development Agency	July 31st.
			7100	Employment Development Department	July 31st.
				• Employment Training Panel	July 31st.
				• CA Unemployment Insurance Appeals Board	July 31st.
			7120	CA Workforce Development Board	July 31st.
			7300	Agricultural Labor Relations Board	July 31st.
			7320	Public Employment Relations Board	July 31st.
			7350	Department of Industrial Relations	July 31st.

Quarter 4 – 2025
California Business, Consumer Services and Housing Agency

BCSH	Agency: BCSH	11546.1	0515	Secretary for Business, Consumer Services, and Housing Agency	Oct. 31st.
			1045	Cannabis Control Appeals Panel	Oct. 31st.
			1108	CA Aerospace Commission	Oct. 31st.
			1111	Department of Consumer Affairs	Oct. 31st.
			1115	Department of Cannabis Control	Oct. 31st.
			1700	Civil Rights Department	Oct. 31st.
			1701	Department of Financial Protection and Innovation	Oct. 31st.
			1750	CA Horse Racing Board	Oct. 31st.
			2100	Department of Alcoholic Beverage Control	Oct. 31st.
			2120	Alcoholic Beverage Control Appeals Board	Oct. 31st.
			2240	Department of Housing and Community Development	Oct. 31st.
			2245	CA Housing Finance Agency	Oct. 31st.
			2320	Department of Real Estate	Oct. 31st.

Quarter 4 – 2025
California State Transportation Agency

CalSTA	Agency: CalSTA	11546.1	0521	Secretary for Transportation Agency	Oct. 31st.
				• Office of Traffic Safety (2700)	Oct. 31st.
			2600	CA Transportation Commission	Oct. 31st.
			2660	Department of Transportation	Oct. 31st.
			2665	High-Speed Rail Authority	Oct. 31st.
			2670	Board of Pilot Commissioners for the Bays of SF, SP, and Suisun	Oct. 31st.
			2720	Department of the CA Highway Patrol	Oct. 31st.
			2740	Department of Motor Vehicles	Oct. 31st.

Questions?

Continuity Program Assessment Tool (CPAT)

CPAT Introduction

- Purpose:
  - To create a more efficient document submittal process while simultaneously giving your agency or department and Cal OES valuable assessment data to use for future improvement.
- Goals:
  - To use the assessment data to better cater future continuity trainings, workshops, and seminars.
- Fears:
  - This data will never be used against your agency or department. It is data that can aid you in seeing program gaps and (hopefully) year over year program growth.

Cal OES Continuity Program Assessment Tool

Introduction

The purpose of a continuity plan and program is to ensure that an organization can perform its essential functions and provide critical services no matter the threat or hazard faced. Developing continuity metrics and then evaluating and assessing continuity plans and programs against these metrics is an important step for planners and managers.

The CPAT uses a 10-point scoring system and provides a tool to assess your continuity plan and program against the requirements for a viable continuity program as outlined in the Continuity Guidance Circular (CGC). The CPAT can assist your organization in identifying areas of strength, areas for improvement, best practices, and lessons learned.
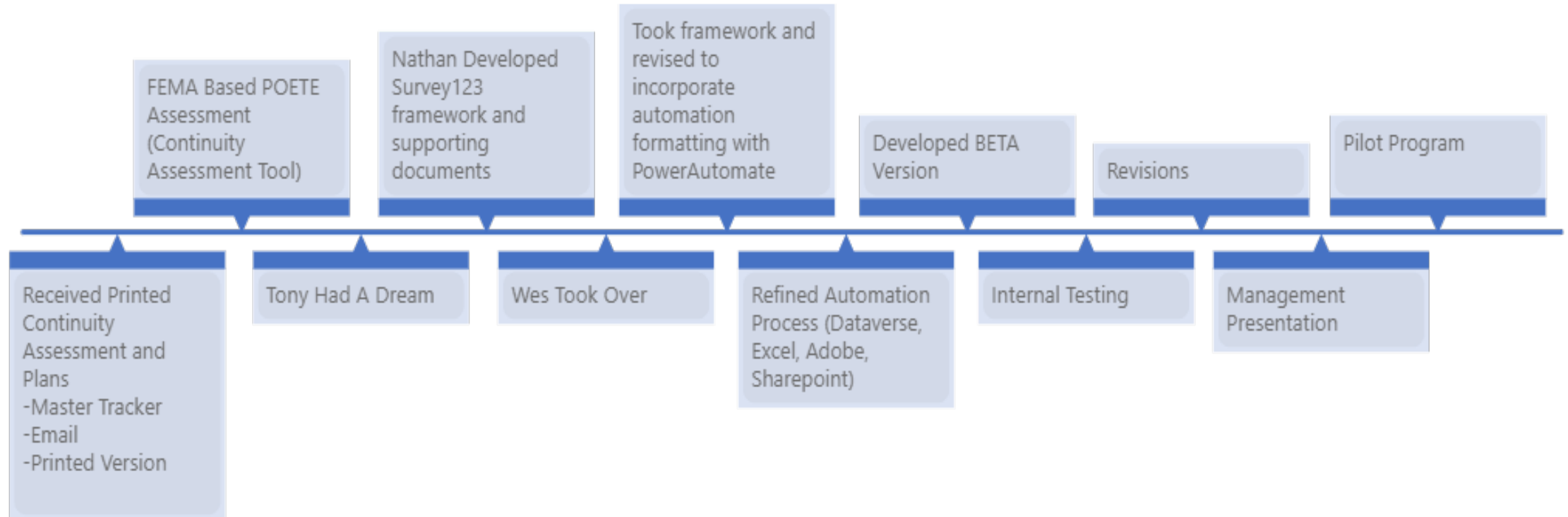
The goal of the CPAT evaluation system is to allow an organization to demonstrate progress from one assessment to the next. Following the submittal of this assessment survey, you will receive a PDF breakdown of the assessment and its corresponding scores based on your imputed answers. The numerical score will be matched with red, yellow, and green fields to visually associate areas in which the organization has made no or limited progress (red), moderate progress (yellow), and substantial progress (green).

Ideally, an organization should have mostly green and few yellow/red areas to ensure a comprehensive continuity program exists to support the performance of the organization's essential functions during under all conditions. By examining areas for improvement and areas of strength, organizations can better prioritize, and resource, continuity needs and gaps.
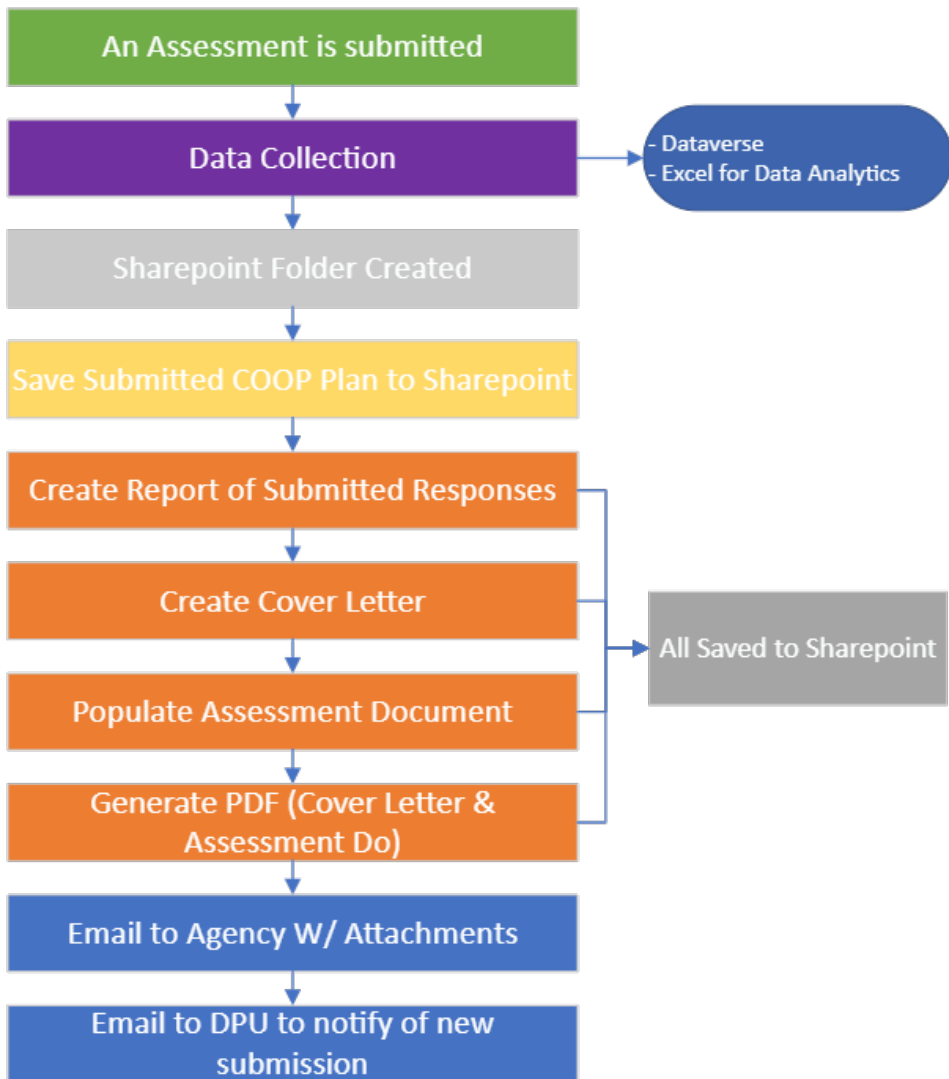
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History

FEMA Based POETE Assessment (Continuity Assessment Tool)

Nathan Developed Survey123 framework and supporting documents

Took framework and revised to incorporate automation formatting with PowerAutomate

Developed BETA Version

Revisions

Pilot Program

Received Printed Continuity Assessment and Plans
-Master Tracker
-Email
-Printed Version

Tony Had A Dream

Wes Took Over

Refined Automation Process (Dataverse, Excel, Adobe, Sharepoint)

Internal Testing

Management Presentation

How the automation works

An Assessment is submitted

Data Collection → - Dataverse
- Excel for Data Analytics

Sharepoint Folder Created

Save Submitted COOP Plan to Sharepoint

Create Report of Submitted Responses

Create Cover Letter → All Saved to Sharepoint

Populate Assessment Document

Generate PDF (Cover Letter & Assessment Do)

Email to Agency W/ Attachments

Email to DPU to notify of new submission

ArcGIS Survey123

Excel

Microsoft PowerApps

SharePoint

Power BI

Outlook

Adobe

CPAT Data

- Program Summary
  - The goal of the CPAT self-evaluation tool is to allow an organization to demonstrate progress from one assessment to the next. This Assessment Scoring document is a breakdown of your submitted responses and a summary its scores. By examining areas for improvement and areas of strength, organizations can better prioritize, and resource, continuity needs and gaps.
  - Upon submitting your agencies or departments information in the CPAT, all listed contacts (planner, manager, and coordinator) will be sent a confirmation email that contains:
    - Confirmation Letter
    - Assessment Scoring Document
    - PDF of your submitted responses

GAVIN NEWSOM
GOVERNOR

NANCY WARD
DIRECTOR

February 20, 2024 5:55 PM

manager
Test Use Only
manager@caa.com

Subject: Continuity Program Assessment Tool Submittal Confirmation Letter

Dear Test Use Only

Continuity is the ability to ensure the continuation of an organization's essential functions and to provide uninterrupted services during emergencies of all-hazard types or any situation that may disrupt normal operations. The goal of Continuity Planning is to ensure that the State of California and the Test Use Only, can continue its vital governmental services and operations under all conditions. For this to take place, state and local agencies and departments must have plans and trained staff in place to carry out their essential functions without interruption to essential services.

This letter confirms your submittal of your organization's Continuity Plan and the Continuity Program Assessment Tool (CPAT) on February 20, 2024 5:55 PM.

Attached, you will find a copy of the CPAT Assessment Scoring and Submitted Responses. These reports outline areas within your organization's continuity program and plans that may need corrective action. We strongly recommend going over the reports with your leadership to define your organization's next steps.

More information about the Statewide Continuity Program, Cal OES guidance, resources, and continuity training can be found on our continuity planning website or by contacting us by email.

Cal OES and those who live within the state, thank you and appreciate your dedication to a more resilient California.

Sincerely,

Tony Vasquez
Statewide Continuity Program
and Disaster Planning Manager
continuity@caloes.ca.gov

cc: Continuity Coordinator, Continuity Manager, and Continuity Planner

CPAT Data

- Continuity Capability using POETE:
    - The supporting phases from the table to the right are further divided according to the five solution areas found within the State Preparedness Report:
        - Planning
        - Organization
        - Equipment
        - Training
        - Exercises (POETE).
    - An organization can identify its overall progress against the three steps of initiating, building, and maintaining a continuity capability, as well as identify its progress against the POETE elements.
- Comprehensive Continuity Capability Score
    - This score shows the organization's continuity capability as a whole as it averages all POETE areas.

Phases of Continuity Planning	AVERAGE
Getting Started: Initiating This section examines whether the organiztion has addressed the foundational elemnts of a continuity program that will increase the success of continuity planning and operations.	4.0
Building a Program: This section examines whether the organization has built a comprehensive continuity plan and program.	7.8
Maintaining a Program: This section examines whether the organization is maintaining a viable continuity capability and maturing its continuity program and plan.	6.5

POETE ELEMENTS	Initiating	Building	Maintaining	AVERAGE
Planning	4.0	6.6	5.0	5.2
Organization	4.0	10.0	8.0	7.3
Equipment	4.0	10.0	8.0	7.3
Training	4.0	8.0	9.0	7.0
Exercise	4.0	4.5	2.7	3.7

Comprehensive Continuity Capability Score	6.1

CPAT Data

- The final section of the CPAT is an automated version of the Annual Continuity Checklist that all state agencies and departments are familiar with submitting each year.
- The DPU Continuity Team has hopes for updated this section in the future to give similar data as the Program Assessment analysis.

Element Description	Yes/No – Element is Addressed in the Plan (pg. number)	Corrective Actions (If Answered No)
Program Management - Plans and Procedures		
An important element of a continuity plan is to address the needs and gaps of the overall program. An effective continuity program is implemented through its related continuity plans and procedures and an operational capability to support those plans and procedures. Continuity planning is an effort to document the existence of and ensure the capability to continue essential functions during a wide range of potential emergencies.		
1) Procedures for employee advisories, alerts and continuity plan activation are included. (EMAP 4.7.1)	Yes	TEST
2) Provisions for personnel accountability throughout the duration of the emergency are included.	Yes	TEST
3) Planned Maintenance: Procedures exist for an annual review of the agency continuity plan and supporting documents with the ability to revise as needed. (EMAP 3.1.1 / 4.4.2)	No	TEST
4) Includes a risk or hazard analysis to identify threats to facilities and operations. (EMAP 4.1.2 / 4.1.3)	Yes	TEST
5) Includes concept of operations section that identifies activation criteria, responsibilities, and command and control during continuity plan activation, operations, and reconstitution/recovery. (EMAP 4.4.2)	Yes	TEST
6) Established critical staffing/readiness levels to provide a flexible and coordinated response to escalating threat levels or actual emergencies. (EMAP 4.4.2 / 4.4.5 / 4.4.6)	No	TEST
7) Continuity plans have been developed for all stakeholders / departments that support organizational essential business functions. (EMAP 4.4.1)	No	TEST

CPAT Data

Review and Dashboard

State Wide Continuity Dashboard

POETE ELEMENTS	Sum of Building	Sum of Initiating	Sum of Maintaining	Sum of AVERAGE
Equipment	4.80	3.20	5.60	4.53
Training	4.80	4.80	5.60	5.07
Organization	4.80	5.20	5.60	5.20
Planning	4.88	3.84	5.50	4.74
Exercise	4.80	4.80	4.89	4.83

Year	Month	Day	Agency/Department
2024	January	29	California_State_University_Fresno_State
2024	January	29	California_State_University_Los_Angeles
2024	January	28	California_State_University_Fullerton
2024	January	27	California_State_Board_of_Optometry
2024	January	27	California_State_University_Stanislaus_State

Stage of Continuity Planning	Sum of AVERAGE
Building an Organizational Continuity Capability. This section examines whether the organization has built a comprehensive continuity plan and program.	4.82
Getting Started: Initiating an Organizational Continuity Capability. This section examines whether the organization has addressed the foundational elements of a continuity program that will increase the success of continuity planning and operations.	4.37
Maintaining an Organizational Continuity Capability. This section examines whether the organization is maintaining a viable continuity capability and maturing its continuity program and plan.	4.87

Quick Links
Submitted Documents
Assessment Tool
Contact List

Question

CPAT

DEMO

Cal OES Continuity Program Assessment Tool

Introduction

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Future CalOES Continuity Statewide Initiatives

Future Revisions and Goals

CPAT 2.0

- Revisions to the Assessment Scoring Document

- Interactive Dashboard with Statewide Stats

- Automated Email Reminders
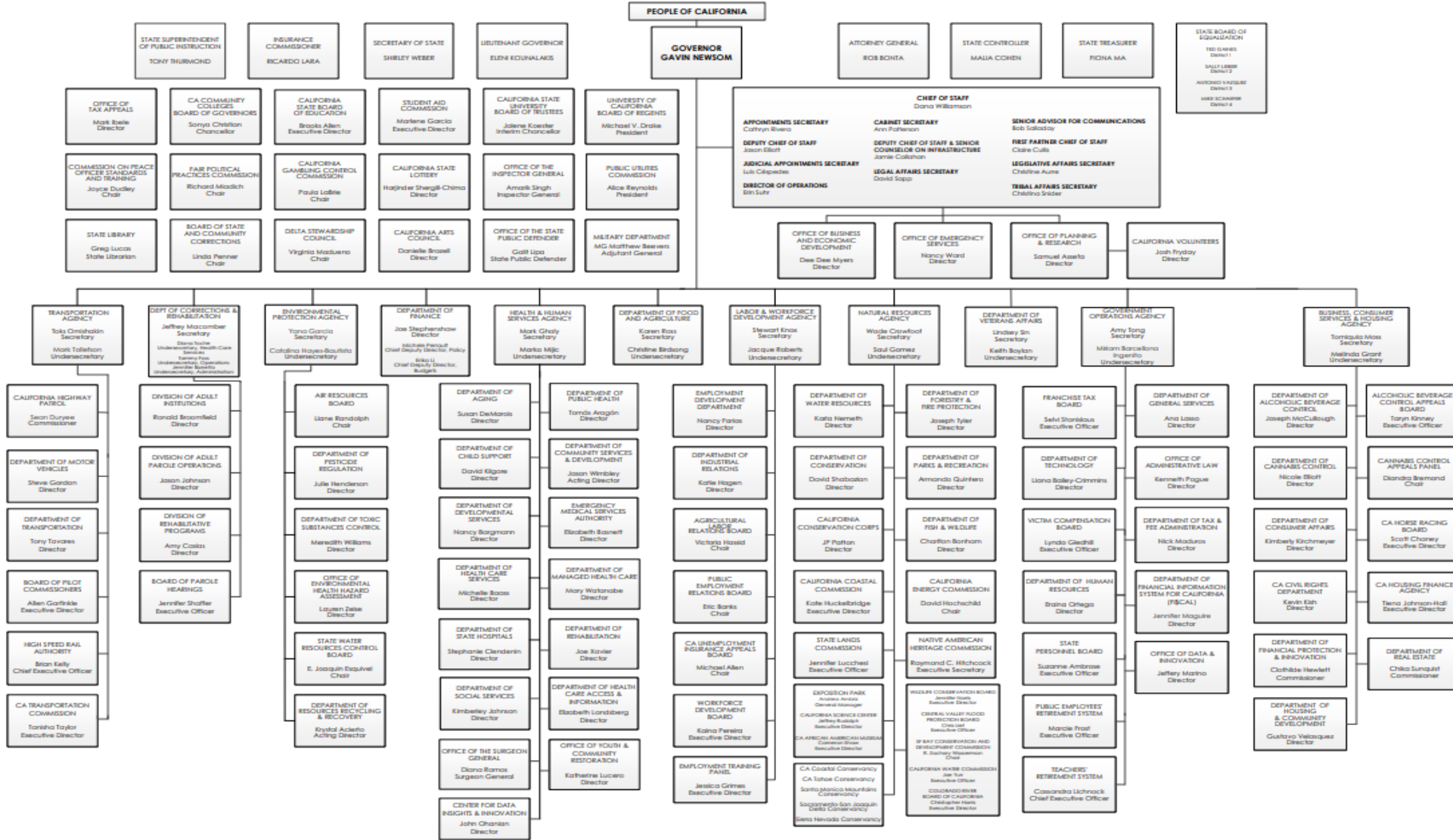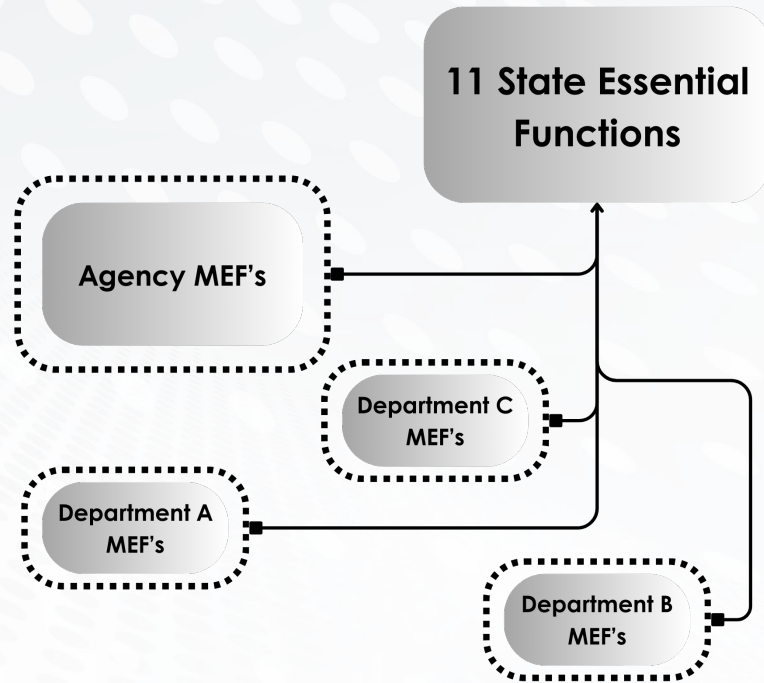
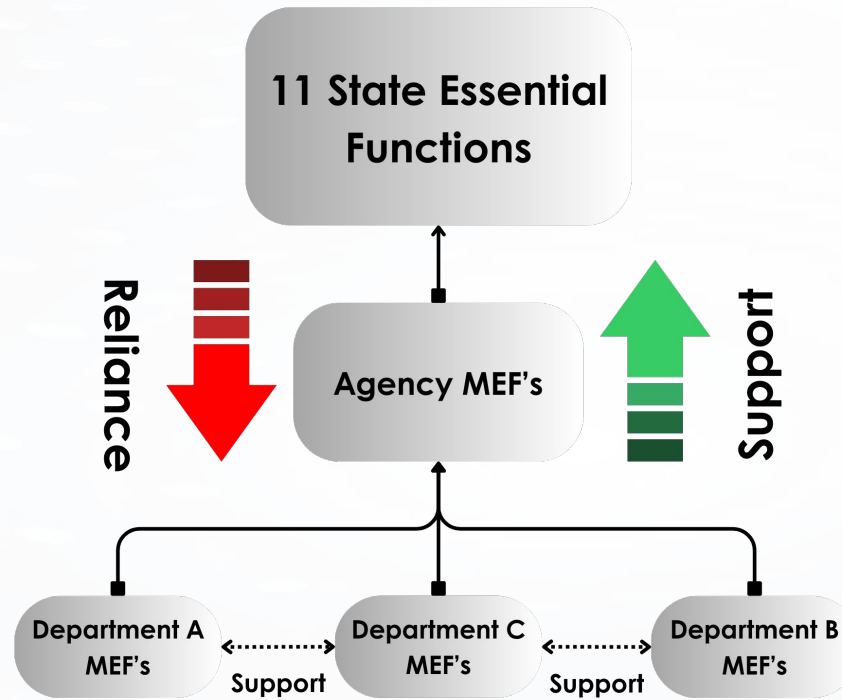- More advanced user features

Agency Level Coordination

CALIFORNIA STATE GOVERNMENT – THE EXECUTIVE BRANCH

Problem

11 State Essential Functions

Agency MEF's

Department C MEF's

Department A MEF's

Department B MEF's

Solution

11 State Essential Functions

Reliance

Agency MEF's

Support

Department A MEF's

Department C MEF's

Department B MEF's

Support

Support

CalGov Ops

CALIFORNIA GOVERNMENT OPERATIONS AGENCY

EMAP 2027

Emergency Management Accreditation Program

FEMA Continuity Excellence Series

FEMA Continuity Excellence Series – Level 1

IS-1300 Introduction to Continuity

E/L/G/K-1301 Continuity Planning

E/L/G/K-1302 Continuity Program Management

Continuity Excellence Series

Master Continuity Practitioner Program Level I

February 2021

FEMA

FEMA Continuity Excellence Series – Level 2

- **Complete <u>ALL</u> required FEMA IS courses.**
- **Complete <u>ONE</u> of the following:**
  - PER 266: Instructor Training Certification (ITC)
  - E/L/G/K 141: Instructional Presentation & Evaluation Skills Course
  - MGT 323: Instructor Development Workshop
  - CSTI Emergency Management Instructor Certification (EMIC)
- **Choose Your Own Adventure**
  - **Capstone:** Presentation for those seeking completion of Level 2 and not wishing to be an instructor.
  - **Assist Instruction:** Co-facilitator as an assist instructor for at least 2 units in E/L/G/K 1301 or 1302.
- **Examination:** 2-hr, 150 multiple choice examination with an approved proctor.

Continuity Excellence Series

Master Continuity Practitioner Program Level II

February 2021
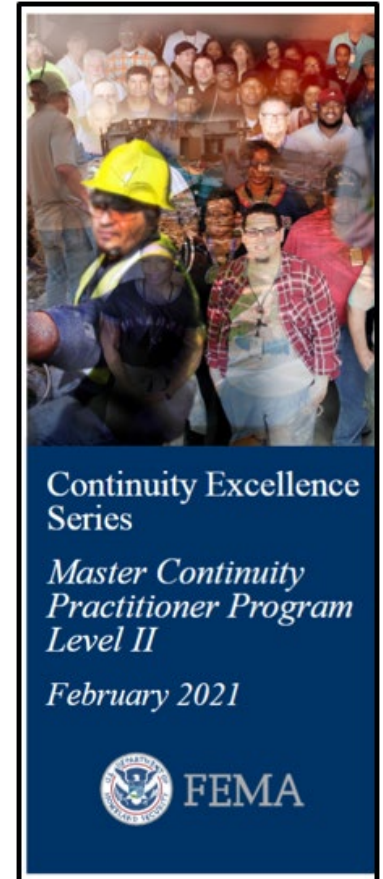
FEMA

FEMA Continuity Excellence Series – "Level 3"

Minimum Instructor Requirements:

- Receive written approval from NCTP upon completion of the Electronic Application Process:
  - Resume outlining continuity experience;
  - Master Continuity Practitioner Certificate via Assist Instruction;
  - Email or letter of approval from FEMA Regional Continuity;
  - A 30-minute teaching demonstration; and
  - Completed E/L/G/K 1301 and/or 1302 Train-the-Trainer (TtT) Workshop*.
- Instructors must remain current on continuity policy, doctrine, and guidance
  - **Annual delivery of a E/L/G/K 1301 or 1302.**
  - Participate in Instructor Cadre biannual webinars for ONCP updates.

Continuity Excellence
Series

*Master Continuity
Practitioner Program
Level II*

February 2021

FEMA
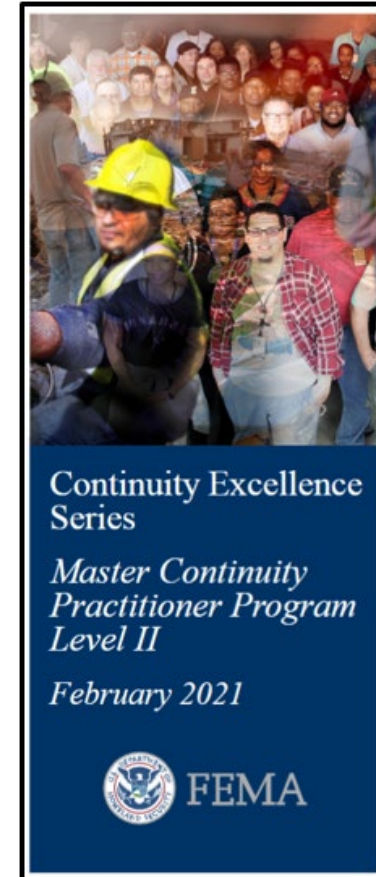
California Continuity Cadre Community

Homeland Security Exercise and Evaluation Program
(HSEEP)

- Exercises enable low-risk testing environments enabling whole community participation, familiarize personnel with roles and responsibilities, & foster meaningful interactions and communication.

- **HSEEP PrepToolkit**
- **E/L/G/K 146 HSEEP Course**

- Next K-146 HSEEP Courses:
  - February 20th - 21st (05:00 AM - 02:00 PM)
  - March 3rd - 6th (10:00 AM - 02:00 PM)
  - April 14th - 17th (10:00 AM - 02:00 PM)

Homeland Security Exercise and Evaluation Program (HSEEP)

JANUARY 2020

Homeland Security

Statewide Training Schedule

Statewide Continuity Program 2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Planning		Office Hours			Office Hours			Office Hours			Office Hours	
Organization				Statewide Continuity Workshop								
Equipment										Statewide Continuity Workshop (A/D)		
Training	EMIC		L-1301	MGT-323		L-1302			L-141			
Exercises												

Dates subject to change
A/D = Agencies & Departments

Adjourn

Thank You!

Contact Info

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