

## Public Sector Continuity Review (GCP 501)

**Duration:** 2.5 Days (Two full days of instruction 8:30 a.m. – 5:00 p.m.; Examination day 8:30 a.m. – 12:00 p.m. or at leisure)

16 Continuing Education Activity Points (CEAPs) may be awarded toward recertification if applicable

**Examination:** Public Sector Examination

**Cost:** \$1,750.00

### Description

**Protect your agency's mission essential functions.**

**GCP 501 is an exam prep course that moves at a fast pace.**

If you are an experienced public sector professional who is already familiar with the major concepts of continuity, then you're a great candidate to take this fast paced, information packed course. While preparing you to lead a continuity program that will protect mission essential functions, Public Sector Continuity Review (GCP 501) will re-acquaint you with the key elements of continuity management for the public sector.

You will learn the "how" the tactical skills and tools to implement a program along with the "what" requirements of the Federal Continuity Directive. Developed with public sector professionals in mind and using the language, terminology, and issues specific to the field, this course was developed to specifically for the unique needs of federal, state, and local agencies and entities.

Experienced instructors are focused on providing you with the tools you need to pass the Public Sector Examination, which is the first step toward becoming a DRI Certified Public Sector Continuity Professional (CPSCP) or Associate Public Sector Continuity Professional (APSCP).

### Objectives

1. Identify the Continuity of Operations (COOP) approach
2. Recognize the terms and methodologies presented in the courseware
3. Prepare to pass the Public Sector Qualifying Examination with a minimum passing grade of 75%

### Outline

#### **Lesson 1: Program Initiation**

- Review the justification for Continuity Planning and Continuity of Operations (COOP), regulations and directives



For more information, visit [drii.org](http://drii.org).

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- Review the four pillars of continuity management, how to establish a continuity program, COOP planning objectives, COOP program roles, the continuity planning team, and the continuity implementation process

### **Lesson 2: Risk Management**

- Review the concepts of risk management and develop familiarity with the methodologies and models used in the COOP
- Review the process to identify, control, and minimize the impact of uncertain events

### **Lesson 3: Mission Function Identification and Analysis**

- Review mission-essential functions, including conducting a business process analysis (BPA), conducting a business impact analysis (BIA), and developing BPA and BIA reports and leadership presentations
- Review methodologies, terms and definitions such as primary mission-essential function, mission-essential function, recovery time objective (RTO), recovery point objective (RPO), and acceptable exposure to loss

### **Lesson 4: Emergency Preparedness and Management**

- Review potential types of emergencies and the responses required
- Identify, review, and improve existing emergency response procedures as well as how to recommend new emergency procedures

### **Lesson 5: Continuity of Operations Plan (COOP) Development**

- Review COOP plan requirements, viable COOP plan elements, types of COOP plans, and a sample plan table of contents
- Review how to design and develop continuity plans to ensure an agency and its organizations can continue to perform mission-essential functions and primary mission-essential functions during emergencies

### **Lesson 6: Tests, Training and Exercises (TT and E)**

- Review continuity testing, training, and exercise (TT and E) program needs to identify positions requiring training or cross-training
- Revisit individual and team training, internal agency testing and exercising of continuity plans and procedures, refresher training for continuity personnel, and interagency exercises

### **Lesson 7: Continuity Plan Maintenance and Audit**

- Review maintenance programs to keep COOP plans current and relevant



For more information, visit [drii.org](http://drii.org).

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- Review audit processes, which will validate compliance with regulations and conformity with standards
  - Review how to verify appropriate levels of maintenance and exercise activities in order to validate that COOP plans are correct, accurate and complete

#### **Lesson 8: Crisis Communications**

- Review crisis communications, including developing the processes and procedures to establish the programs for proactive crisis communications; exercising proper crisis communications; and implementing a crisis communication plan at the time of the disaster event

#### **Lesson 9: Coordination Between External Agencies and the Private Sector**

- Review how to establish applicable procedures and policies for coordinating the continuity and restoration activities between external agencies (federal, state, territorial, local and tribal governments) and the private sector while ensuring compliance with applicable statutes and regulations

#### **Lesson 10: Continuity Planning**

- Review COOP program metrics basics, COOP metrics requirements, and COOP metrics implementation
- Review how to develop and use metrics to measure and present COOP program performance and effectiveness

#### **For in-person courses:**

This course will be held in-person and the exam will be held on the morning of the final day. As soon as you are finished taking the exam, you will be able to leave for the day. A computer is required for this course in order for you to take the exam. The system requirements will be sent to you via email together with information about how to access the course materials prior to the start of the course.

#### **For courses held online:**

All online courses are held via Zoom and a computer is required for this course. The system requirements will be sent to you via email together with information about how to access the course materials prior to the start of the course. You will also be provided with instructions for how to take the exam online following the course.

#### **For international courses:**

This course is being hosted by a DRI International partner. To register, you will be asked to provide your contact information and we will put you in touch with the local team for details.



For more information, visit [drii.org](https://drii.org).



**For courses held pre-conference:**

This course is being held in-person prior to the DRI Annual Conference at or near the conference venue. You can then attend the conference immediately following your course.

**Career Track:**

Educate. Certify. Connect.



Protect your agency's mission-essential functions.

Public Sector Continuity (GCLE 2000)  
Public Sector Continuity Review (GCP 501)

APSCP  
CPSCP



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