



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: February 19, 2020
To: Chief School Administrators, Charter School and Renaissance School Project Leads, Administrators of Approved Private Schools for Students with Disabilities, Nonpublic Schools
Route To: School Safety Specialists, Security Personnel
From: Jeff Gale, Director
Office of School Preparedness and Emergency Planning
Register by: April 17, 2020

Continuity of Operations Planning Workshops

The New Jersey Department of Education's Office of School Preparedness and Emergency Planning, in partnership with the Federal Emergency Management Administration (FEMA), invites school leaders to participate in an All-Hazards Continuity of Operations Planning workshop. The workshop will provide districts and schools an overview in the planning, development and implementation of a Continuity of Operations Plan (COOP). A COOP, which is a required component of a School Safety and Security Plan, is activated when a school's facilities become inoperable for any reason.

The workshop will be presented by professionals in continuity planning from FEMA. These specialists have developed COOPs that have effectively helped schools prepare for natural or man-made events.

Upon completion of the workshop, participants will be able to:

- Relate the planning steps to each phase of continuity of operations
- Identify key stakeholders who should be included in the continuity planning process
- Assess their current district/school plan
- Identify areas requiring more detail in current continuity plans and develop strategies for resolving them
- Analyze the risks and vulnerabilities related to primary facilities and the selection of alternate facilities
- Revise or develop their organization's continuity plans
- Develop a strategy for testing, training, and exercising their continuity plans

All sessions are from 9 a.m. to 1 p.m. Please arrive 30 minutes prior to the start of each session to sign in.

April 28, 2020 – [Middlesex County Fire Academy](#)

April 29, 2020 – [Monmouth County Prosecutor's Office](#)

April 30, 2020 – [Rowan College of South Jersey – Cumberland Campus](#)

School Safety Specialists will receive hours toward their annual training requirement for instruction received through this session. As in previous trainings, attendance will be confirmed.

Contact Information

Questions regarding this training can be directed to the Office of School Preparedness and Emergency Planning at school.security@doe.nj.gov or (609) 588-2323.

c: Members, State Board of Education
Lamont O. Repollet, Ed.D., Commissioner
NJDOE Staff

Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group