evacuteer
THE POWER OF US

Continuity of Operations Planning Coordinator Intern

Start: Week of January 23, 2017
Flexible Hours decided between Evacuteer and interns
Time Dedicated: 5 hours/week
Credit: 1-3 hours, depending on hours dedicated and agreed upon with faculty adviser
COOP Workshops: Friday, March 10 and Tuesday, March 14
One-on-one personalized assistance offered once/week through April 21 (prior to finals season)

To apply, send your resume in an email describing your interest by November 4 to kali@evacuteer.org

Note: One COOP Intern alum received a job with Clorox as their Continuity Planner based on her work with this internship, and we have given several positive references for jobs!

The Evacuteer Continuity Planning Team recruits organizations to attend COOP workshops and create Continuity of Operations Plans for their organizations.
In New Orleans, where evacuations from hurricanes can occur every few years, it is important for small businesses and non-profits to effectively plan for emergency situations in order to quickly re-establish their business functions, whether in an alternate location or upon returning to their primary location.

The student will gain proficiency in the Continuity of Operations Planning process by completing a series of courses and assisting other organizations with creating their Continuity of Operations Plans. This will involve the following activities:

1. Develop COOP training workshop materials and promotional materials.
2. Recruit and train 5 organizations in the COOP process, via workshops and face-to-face meetings during and post training.
3. Participate in local partner events and Evacuteer events to raise awareness about the importance of Continuity Planning.
4. Meet one-on-one with local small businesses/non-profits to ensure their plan is completed
5. Attain FEMA Continuity Practitioner Level I Certification by completing the following FEMA Independent Study courses:

- IS-100.b Introduction to Incident Command System

- IS-139 Exercise Design
- IS-200.b Incident Command System for Single Resources and Initial Action Incidents
- IS-230.d Fundamentals of Emergency Management
- IS-242.a Effective Communication
- IS-248 Integrated Public Alert and Warning System (IPAWS)
- IS-524 Continuity of Operations Planner

- IS-545 Reconstitution Planning
- IS-546.a Business Continuity Awareness IS-546.a
- IS-547.a Introduction to Continuity of Operations IS-547.a
- IS-548 Continuity of Operations Program Manager
- IS-700.a Introduction to National Incident Management System (NIMS)
- IS-800.b National Response Framework (NRF)
- FEMA Exercise Development Course/ Exercise Design Course/ COOP Exercise Design
- One of these three options:
    - IS-520 Introduction to COOP for Pandemic Influenzas & IS-522 Exercising Continuity Plans for Pandemics
    - IS-523 Resilient Accord Cyber Security Workshop
    - IS-525 Guardian Accord Terrorism Awareness Workshop