

# COOP Training Presentation, Guides and Templates

## RESILIENT CHILDREN / RESILIENT COMMUNITIES



### Continuity Of Operations Planning (COOP) For Community Based Child-Serving Organizations: Training Materials Manifest

This COOP training package has been created in English, as well as Spanish, and is available through the RCRC Toolbox. These pilot-tested training and planning materials will help ensure that critical services, organizational functions, and programs remain operational or are restored as soon as possible after a disaster or emergent event. Utilize these tools to help your organization create or update your continuity of operations plan.

Training materials in the RCRC Toolbox include:

- **Plan Template** - This COOP plan template, supplemented by the tools below, is a fully customizable to adapt to your organization's needs.
- **COOP Presentation Template** - This fully developed training can be customized for delivery to your organization or agency.
- **COOP Facilitator's Guide** - The facilitators guide provides speaker notes to help you deliver this training on your own or understand the planning process for yourself.
- **How to Guide:** The "how-to" guide provides the framework for a process to organize and manage a steering committee to develop a COOP.
- **Essential Functions Worksheet** - This worksheet will assist you in helping to identify your organizations essential functions, a critical step in the COOP process.
- **Essential Functions Table** - This tool will assist you in collecting all your essential functions in a single spreadsheet.

For more information and to start using the RCRC Toolbox, please visit <https://rcrctoolbox.org>.

