

## **D. Training Requirements**

Training familiarizes agency personnel with the essential functions that they may have to perform in a COOP situation. FPC 65 requires annual:

- COOP awareness briefings for the entire workforce.
- Team training for COOP personnel. In some cases, this also extends to public officials or other external individuals included as part of the COOP Team.
- Team training for agency personnel assigned to activate, support and sustain COOP operations.

The training requirement in FPC 65 is minimal. When determining training needs, consider the policies and procedures that require implementation and the tasks to be performed as part of continuing essential functions. Develop and conduct training based on the actual needs.

FPC 65 also requires that federal agencies develop a Multi-Year TT&E Plan. This plan must address:

- COOP TT&E Requirements.
- Resources to support TT&E activities.
- The COOP TT&E planning calendar.

The Multi-Year TT&E Plan will be described in more detail in Section VII of this guidance.

## **VI. Execution**

### **A. Building Evacuation Plan**

The first objective of any COOP plan should be safety of personnel during a disaster. So, development of a building evacuation plan is an important part of COOP planning. The goals of a building evacuation plan are to protect lives and property in the event of an emergency. Agencies should develop an evacuation plan for each building they occupy. A building evacuation should include the following elements.