Cybersecurity Continuity of Operations Plan (COOP) Workshop for Municipalities

90-Minute Agenda

Purpose:

This workshop aims to help Maine counties, municipalities, and schools understand how to maintain essential operations during a cybersecurity incident. Participants will learn practical strategies for building resilience through proactive planning. By the end of the session, they will be ready to start developing a customized Continuity of Operations Plan (COOP) for each department in their organization.

Audience:

Municipal leaders, decision-makers, department heads, chiefs, and staff responsible for planning, IT infrastructure, risk management, emergency management, public safety, and school administrators.

Outline of the Training:

1. **Introduction:** Overview of Cybersecurity COOP and its key importance for organizations.

2. **Identifying Risks and Critical Functions by Department:**
   - Activity: Identify and prioritize essential services by department, both municipal and school-related, that must continue during a cybersecurity incident (e.g., public safety, utilities, education services).
   - Understand dependencies, including IT infrastructure, third-party services, and neighboring communities.

3. **Cybersecurity Threats and Resilience Strategies:**
   - Overview of common cybersecurity threats facing municipalities and schools (e.g., ransomware, data breaches).
   - Best practices for building resilience: backups, regular updates, and employee training.

4. **Incident Response Essentials:**
   - Internal and external communication protocols during incidents.
   - Discussion Prompt: How would your municipality or school communicate with the public during an incident?

5. **Collaboration and Next Steps:**
   - How municipalities and schools can collaborate and share resources for enhanced resilience.
   - Key action items for participants to start developing their COOP.

6. **Q&A Session**

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Municipal Cyber Defense Program

The Maine Municipal Cyber Defense Program (MCDP), managed by The ATOM Group, is a key initiative for enhancing Maine's Cybersecurity Defense posture. Funded by the Maine Emergency Management Agency (MEMA) through the State and Local Cybersecurity Grant Program, it aims to protect public trust in government by providing comprehensive cybersecurity training.

The MCDP mitigates risk in the most vulnerable layer of Maine's Cyber Defense - The Human Intrusion Prevention System, also known as "The User." The training sessions are tailored to the organization type, the user's role in the organization, and the organization's existing cybersecurity readiness.

For more information, please contact:

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