COOP Emergency Event Trigger Notification List

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| **Emergency Level** | **Type of Events** | **COOP Plan Activation Authority** | **Notification Method** |
| (Local Emergency) | (Fire, attack on your headquarters’, etc.) | (Name & Title) | (Telephone tree) |
| (Describe Trigger (s) that activates plan) | (Agency specific announcement) |
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| (Regional or National Emergency) | (Hurricane, flood or other localized disasters) | (Name & Title) | (Telephone tree) |
| (Describe Trigger(s) that activates plan – automatically activated 4 hours after an emergency has been declared.) | (Medial announcement addressing Federal government activities and directing Federal employees to report to alternate emergency work locations) |
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| (National Security Emergency) | (Terrorist use of weapons of mass destruction) | (Name & Title) | (Telephone tree) |
| (Describe Trigger(s) that activates plan – automatically activated when employees are unable to communicate with their supervisors within 4 hours after the President declares an emergency) | (Medial announcement addressing Federal government activities, if available. If unavailable, activation is automatic after 4 hours.) |
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| (Other Emergency) | (Event) | (Name & Title) | (Telephone tree) |
| (Describe Trigger(s) that activates plan) |  |
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This job aid is a component of the free, on-demand CDC training course “Laboratory Continuity of Operations.” Find the course at <https://reach.cdc.gov/training>.

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