Author TITLE

[LABORATORY NAME] CONTINUITY OF OPERATIONS (COOP) PLAN

# INTRODUCTION

## General

(Insert text here)

## Purpose

(Insert text here)

## Applicability and Scope

(Insert text here)

# RECORD OF REVISION

(Insert table here)

# ESSENTIAL FUNCTIONS

(Insert chart here…Review guide instructions for creating your chart)

### Key to Priorities

Priority 1 – Highest priority

If the task, service or function is mission priority critical—life, health or safety issue if not restored within one hour.

### Recovery/restoration objective: 0 to 12 hours, normally performed on a 24/7 basis

Priority 2 – Medium priority

If the task, service or function is mission priority urgent —will cause definite, irreparable harm if not restored in less than 24 hours.

### Recovery/restoration objective: 12 hour to 48 hours—normally performed on a 24/7 basis

Priority 3 – Medium priority

If the task, service or function is a business unit priority — will cause definite irreparable harm if not restored in less than one week.

### Recovery/restoration objective: two to seven days —a function that is routinely monitored on a daily basis

Priority 4 –Lower priority

If the task, service or function is important — significant, but not time critical—normal day-to-day functions that would NOT cause irreparable harm if not restored within the first 30 days.

### Recovery/restoration objective: from 1 week plus

1. CONCEPT OF OPERATIONS
	1. **Phase I: Readiness and Preparedness**

Risk Management: (Insert chart/text here)

* 1. **Phase II: Activation and Relocation** Decision Process: (Insert chart/text here) Notification Process: (Insert chart here) Implementation Process: (Insert chart/text here)
	2. **Phase III: Alternate Facility Operations**

Vital Files, Records and Databases: (Insert chart here)

## Phase IV: Reconstitution

(Insert text here)

# LEADERSHIP AND STAFF

## Orders of Succession

(Insert text/Chart here)

## Delegations of Authority

(Insert text/Chart here)

## Human Capital

(Insert text here)

# LOGISTICS

## Alternate Location

(Insert text/Chart here)

## Communications

(Insert text/Chart here)

# DEVOLUTION

(Insert text here)

# TEST, TRAINING AND EXERCISE

(Insert text/Chart here)

# ANNEX

(Insert text/charts as needed…Label each Annex in alphabetical letter order)

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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