

[Insert your agency information here]

Examples of Applicability and Scope

Example 1

The **[Laboratory Name]** COOP has two main features. First, it provides a comprehensive, pre-identified list of all core testing and support activities that must be continued if the laboratory experiences a partial or complete operational disruption.

Second, it provides a pre-arranged plan of action to ensure that all these core activities are continued without delay. The COOP applies to all of the operations, infrastructure, and resources necessary to continue the laboratory activities deemed essential to fulfill the **[Laboratory Name]** responsibilities. If the laboratory facility or any portions of it are involved in a crisis or emergency, or declared unusable for its normal operation, the COOP is activated immediately. COOP activation can be caused by natural or manmade disasters, such as hurricanes and tornados, or disease preventing operations, such as pandemic influence.

The nature of the work done in the **[Laboratory Name]** requires that the COOP be developed as a special part of the business continuity plan of the **[Your Agency or State Department of Health]**. While the **[Your Agency or State Department of Health]** has an overall Continuity of Operations Plan, the **[Laboratory Name]** operation has unique features that require distinctive consideration. Unlike operation of the rest of the **[Your Agency or State Department of Health]**, the **[Laboratory Name]** requires extensive instrumentation, dedicated space, and special air handling. Consequently, the **[Laboratory Name]** operations cannot be quickly moved to another location, and accommodation of its core activities is a complex matter.

The scope of the **[Laboratory Name]** COOP plan includes all time-sensitive essential functions of the laboratory, including technology and required support. Time-sensitivity refers to activities that must be recovered within a pre-determined, relatively short period of time; for example, 24 hours or less. The COOP has been developed to address —worst case scenarios, with the capability to scale down to accommodate lesser disruptions. Specific plans of action have been developed, and groups of personnel have been identified and trained to implement these pre-defined actions to ensure timely recovery.

Example 2

The information contained herein applies to all personnel assigned to **[Laboratory Name]** to include all of the operations, infrastructure, and resources necessary to continue the laboratory activities deemed essential to fulfill the **[Laboratory Name]** responsibilities. This plan covers the full spectrum of threats and hazards that would require initiation of COOP by **[Laboratory Name]**.

The scope of the **[Laboratory Name]** COOP includes all time-sensitive essential functions of the laboratory, including technology and required support. Time-sensitivity refers to activities that must be recovered within a pre-determined, relatively short period of time; for example, 24 hours or less. The COOP has been developed to address —worst case scenarios, with the capability to scale down to accommodate lesser disruptions.

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It is the responsibility of all personnel and designated departmental/directorate emergency planning coordinators to become familiar with this plan. Each functional user will review and recommend changes to **[Plan Coordinator]**.

Example 3

The provisions of this document apply to all personnel at **[Laboratory Name]**.

The provisions of this document apply to the full spectrum of emergencies that could threaten **[Laboratory Name]** at all locations where essential functions are conducted.

Example 4

The plan applies to all court operations and personnel in the **[Laboratory Name]** and is designed to help laboratory offices respond to any threat, disaster, or emergency that may affect laboratory operations. A broad array of disruption or emergencies may occur within or near **[Laboratory Name]** as a result of natural hazards, human-induced hazards or terrorism incidents.

Example 5

This document applies to all personnel in **[Laboratory Name]** and all locations where essential functions are conducted. It also applies to the array of events and hazards that could threaten the laboratory and its performance of essential functions.

The COOP plan does not apply to minor disruptions of service including temporary disruptions in IT systems or power outages and any other scenarios where essential functions can be readily restored in the primary facility.

This COOP plan was developed in concert with the **[Higher Entity Name]** Basic Plan.

This COOP plan has been distributed to senior leadership within **[Laboratory Name]**.

Training has been provided to **[Laboratory Name]**'s personnel with identified responsibilities.

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>.