



COOP Emergency Event Trigger Notification List

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)
(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)
(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.)
(Other Emergency)	(Event)	(Name & Title)	(Telephone tree)
		(Describe Trigger(s) that activates plan)	

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>.