



[LABORATORY NAME] CONTINUITY OF OPERATIONS (COOP) PLAN

Author
TITLE

I. INTRODUCTION

1.1. General

(Insert text here)

1.2. Purpose

(Insert text here)

1.3. Applicability and Scope

(Insert text here)

II. RECORD OF REVISION

(Insert table here)

III. 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

IV. CONCEPT OF OPERATIONS

4.1. Phase I: Readiness and Preparedness

Risk Management: (Insert chart/text here)

4.2. Phase II: Activation and Relocation

Decision Process: (Insert chart/text here)

Notification Process: (Insert chart here)

Implementation Process: (Insert chart/text here)

4.3. Phase III: Alternate Facility Operations

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

4.4. Phase IV: Reconstitution

(Insert text here)

V. LEADERSHIP AND STAFF

5.1. Orders of Succession

(Insert text/Chart here)

5.2. Delegations of Authority

(Insert text/Chart here)

5.3. Human Capital

(Insert text here)

VI. LOGISTICS

6.1. Alternate Location

(Insert text/Chart here)

6.2. Communications

(Insert text/Chart here)

VII. DEVOLUTION

(Insert text here)

VIII. TEST, TRAINING AND EXERCISE

(Insert text/Chart here)

IX. ANNEX

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