**Continuity of Operations Alternate Facility Worksheet**

Indicate all facilities in which your organization operates, and designate those facilities needed in an emergency or disaster situation.

**Essential Function**

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| **Facility Type** | **Physical Address** | **Phone Number** | **Primary or Alternate Facility** | **Required for** |
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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://www.cdc.gov/labtraining>.