

## **Continuity of Operations Delegation of Authority Worksheet**

For your organization's critical functions, indicate the primary authority (e.g. decision-making, procurement) and the order of succession in case the primary authority is unavailable.

Functions	Primary Authority	Secondary Authority	Tertiary Authority
Example: Radiology	Dr. Jones	Dr. Smith	Nurse Watson

This job aid is a component of the free, on-demand CDC training course "Laboratory Continuity of Operations." Find the course at <a href="https://www.cdc.gov/labtraining">https://www.cdc.gov/labtraining</a>.