



## Examples of Purpose

### Example 1

The purpose of a well-designed COOP plan is to minimize interruption of **[Laboratory Name]** operation if some internal or external disruptive event were to occur. Having an effective COOP in place ensures that the **[Laboratory Name]** essential functions can be resumed within an acceptable period of time following such an incident. It allows the **[Laboratory Name]** to shift efficiently from its normal structure and organization to a structure and organization that facilitates rapid recovery and continuation of services. The ability to make this shift without delay is critical for the **[Laboratory Name]** to continue as a viable and stable governmental entity during a crisis.

### Example 2

The purpose of the **[Laboratory Name]** Continuity of Operations (COOP) Plan is to establish policy and guidance to ensure the essential functions of **[Laboratory Name]** are continued in the event that a manmade, natural or technological emergency disrupts or threatens to disrupt normal business operations. The COOP plan enables the laboratory to operate with a significantly reduced workforce and diminished availability of resources and conduct business operations from an alternate work site should the primary site become uninhabitable.

### Example 3

The purpose of the **[Laboratory Name]** COOP plan is to provide the framework to restore essential functions in the event of an emergency that affects operations. This document establishes the **[Laboratory Name]** COOP program procedures for addressing all hazard threat.

It also details procedures to implement actions to continue essential functions within the recovery time objectives and to maintain essential functions for up to 30 days.

**[Laboratory Name]** is committed to the safety and protection of its employees, operations and facilities. This plan provides the department and its personnel a framework that is designed to minimize potential impacts during an event.

### Example 4

The purpose of establishing a COOP plan within this laboratory is to ensure that the capability exists for each laboratory office and the laboratory as a whole to respond effectively to a broad array of potential operational disruptions. The key purposes of this COOP plan are to:

- Ensure continuous performance of essential functions and operations, whether in the laboratory, at an alternate site, by telecommuting, or some other electronic means.
- Protect laboratory facilities, equipment, records, and other assets.
- Reduce or mitigate disruptions to operations.
- Identify and designate principals and staff to serve as the Emergency Response Team (ERT) to be relocated to alternate facilities perform essential functions.
- Train and cross-train all key personnel responsible for the execution of this plan.

**Example 5**

The purpose and intent of this plan is to prepare **[Laboratory Name]** to respond to disasters or a major emergency while continuing to provide day-to-day essential functions. COOP planning helps assure the capability exists to continue essential services across a wide range of potential emergencies. The objectives are:

- Ensure the continuous performance of laboratory's essential functions during a disaster or major emergency.
- Protect critical infrastructure.
- Reduce or mitigate disruptions to operations from a disaster.
- Achieve a timely and orderly recovery from an emergency and resume full service to customers as quickly as possible.

**Example 6**

The purpose of this plan is to outline procedural steps and actions required for relocation and/or reconstitution of the essential functions of **[Laboratory Name]**.

**Example 7**

This plan outlines procedural steps and actions to minimize disruption of essential functions for relocation and/or reconstitution of **[Laboratory Name]** if some internal or external disruptive event were to occur. The plan allows the **[Laboratory Name]** to shift efficiently from its normal structure and organization to a structure and organization that facilitates rapid recovery and continuation of services within an acceptable period of time. The ability to make this shift without delay is critical for the **[Laboratory Name]** to continue as a viable and stable entity during a crisis.

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>.