

ASPR TRACIE Technical Assistance Request

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Request:

██████████ asked if ASPR TRACIE had sample templates on to how to address “orders of succession” and “delegations of authority” within a continuity of operations (COOP) plan for a rural health clinic.

Response:

The ASPR TRACIE Team reviewed the ASPR TRACIE [Continuity of Operations \(COOP\)/ Failure Plan Topic Collection](#). More specifically, COOP plans can be found in the [Plans, Tools, and Templates](#) section of this Topic Collection. A list of comprehensively developed Topic Collections can be found here: <https://asprtracie.hhs.gov/technical-resources/topic-collection>.

COOP plans gathered that include information on delegations of authority and orders of succession can be found below.

I. COOP Plans that Address Delegations of Authority and Orders of Succession

Association of Public Health Laboratories. (2011). [Guidelines for the Public Health Laboratory Continuity of Operations Plan \(COOP\)](#).

This document provides a laboratory COOP, which is a comprehensive, pre-event plan that describes the procedures, policies, and arrangements necessary for a laboratory to respond quickly and effectively to a wide variety of possible disruptions or threats. It describes what is in place, what the laboratory does to respond, and what is required to maintain the COOP. Although developed for public health laboratories, it can be adapted for use by hospital laboratories. **NOTE:** Although specific to laboratories, this resource may be useful for other clinical laboratories. Orders of succession and delegations of authority are addressed on pages 48-50.

California Hospital Association. (n.d.). [Continuity Planning](#). (Accessed 3/14/2018.)

This website links to webinars, conference presentations, toolkits, and guidance documents to help hospitals create business continuity plans. **NOTE:** Several templates are provided under the [Hospital Business Continuity Templates](#) section. Specifically, the 2016 templates include sections on orders of succession and delegations of authority.

Kansas Department of Health and Environment. (n.d.). [Continuity of Operations Plan Guidance Document](#). (Accessed 3/14/2018.)

This document contains guidance for hospitals to develop continuity of operations plans, and includes a checklist of required elements and a template for an annex to be completed and attached to a hospital's Emergency Operations Plan. **NOTE:** Orders of succession and delegations of authority are addressed on pages 12-13.

Niemer, P. and Cantrell, N. (2016). [Operational Profile Template: COOP Continuity of Operations](#). Children's Hospital Colorado.

This document was developed by the Emergency Management team at Children's Hospital Colorado (CHCO) in collaboration with over 200 CHCO managers. It is meant to serve as a resource for healthcare facilities as they prepare to develop Continuity of Operations (COOP) plans. It draws from the lessons learned during the execution and evaluation of events at CHCO and other healthcare facilities. This template was written for an Emergency Manager with intermediate understanding of emergency management planning and operational knowledge. It is CHCO's version of a Business Impact Analysis. (The name was changed to be more reflective of the data being collected). **NOTE:** Pages 22-23 discuss orders of succession and delegations of authority.

Southeast Texas Regional Advisory Council. (2012). [Continuity of Operations Plan Template](#).

This is a continuity of operations plan template that facilities may adapt for their use. **NOTE:** Refer to the Continuity Planning section of this webpage for COOP resources. Pages 4-5 of the SETRAC COOP Plan Template provides information on orders of succession and delegations of authority.

U.S. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response. (2015). [Healthcare COOP and Recovery Planning: Concepts, Principles, Templates and Resources](#).

This guide includes an overview of healthcare continuity of operations planning, customizable templates, and other related resources. It includes links to information on continuity planning, online courses, and other COOP resources. **NOTE:** Information on orders of succession and delegations of authority can be found on pages 2-3.

Virginia Department of Emergency Management. (2008). [Local Government Continuity of Operations \(COOP\) Basic Plan Template](#).

This manual was developed to provide guidance to local governments for the development and maintenance of Continuity of Operations (COOP) plans. This manual is intended to offer both procedural and operational guidance for the preparation and implementation of a COOP plan. The COOP Worksheets correspond with Virginia's seven phases of the COOP planning process. Completing the worksheets assists in assembling the information necessary to develop the critical elements of a COOP plan.

NOTE: Pages 10-11 provide information on orders of succession and delegations of authority.