

ASPR TRACIE Technical Assistance Request

Requestor: ██████████
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Request Receipt Date (by ASPR TRACIE): 20 January 2016
Type of TA Request: Standard

Request:

██████████ asked where she can find information specific to hospital laboratory continuity of operations (COOP) plans. Specifically, she noted that (completed) templates would be helpful for her since she is responsible for training 53 Critical Access hospitals.

Response:

The ASPR TRACIE team conducted research on hospital and other laboratory COOP plans and templates, which are provided in the first section of this document. The second section includes general hospital COOP resources, which may be beneficial and can be adapted for use.

The ASPR TRACIE team would also like to provide our Topic Collection on [Continuity of Operations \(COOP\)/ Failure Plan](#), which includes additional materials, such as education and training resources, and guidance documents.

I. Hospital and Other Laboratory COOP Templates and Resources

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

This document provides a laboratory continuity of operations (COOP) plan, 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.

California Hospital Association. (n.d.). [Hospital Continuity Resources: A Toolkit for Healthcare Providers](#). (Accessed 1/22/2016.)

This website provides links to various hospital continuity resources. Specifically, a Business Continuity Plan Tool template is provided under the Appendixes section (Appendix D), which includes a tab for Laboratories.

Kendrick, N., and (Snippes) Vagnone, P. (2011). [Continuity of Operations in the Clinical Laboratory](#). Minnesota Department of Health.

This presentation provides an overview and key components of continuity of operations (COOP) planning in the clinical laboratory setting. It also includes various scenarios to consider when developing COOP plans.

Sambol, T. (2006). [Continuity of Operations Plan \(COOP\): Preparing for the Unknown. APHL 2006 Annual Meeting](#). Association of Public Health Laboratories.

This presentation was given at the Association of Public Health Laboratories 2006 Annual Meeting. Although outdated and specific to state public health laboratories, it provides key concepts and considerations related to continuity of operations planning that may be adapted for use.

Yale Emergency Management. (n.d.). [Business Continuity Planning Guide for Laboratories](#). (Accessed 1/22/2016.)

This document provides an overview of key continuity of operations issues faced by the laboratory community. It is designed to aid Principal Investigators in considering the additional protection and steps that should be taken to protect laboratory personnel and the other functions being conducted. Although many of the elements are common to academic teaching and support departments, some are highly specific to laboratories, and their successful preparedness requires specialized emergency resources and planning.

II. Additional Resources – General Hospital COOP Plans and Templates

California Hospital Association. (n.d.). [Continuity Planning](#). (Accessed 1/22/2016.)

This website links to webinars, conference presentations, toolkits, and guidance documents to help hospitals create business continuity plans.

Kansas Department of Health and Environment. (n.d.). [Continuity of Operations Plan Guidance Document](#). (Accessed 1/22/2016.)

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.

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.

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 (COOP) planning, customizable templates, and other related resources. It includes links to information on continuity planning, online courses, and other COOP resources.