ASPR TRACIE Technical Assistance Request

Request Receipt Date (by ASPR TRACIE): 9 June 2016
Response Date: 27 June 2016, updated 27 January 2021
Type of TA Request: Standard

Request:

The requestor asked for information on the following two items as a result of gaps in their state’s Continuity of Operations (COOP) plan identified after their exercise was conducted.

1. Examples of COOP Plans for state health departments that can be used after a large-scale disaster.
2. Contacts in areas that have had to continue state public health operations post-large-scale disaster that may be willing to consult with the requestor.

Response:

To answer the first request, the ASPR TRACIE Team conducted a search on health department COOP plans. Section I in this document provides state or local public health COOP plans, resources, and templates. Section II includes additional COOP-related resources and guidance documents.

The ASPR TRACIE Team would also like to provide the Continuity of Operations (COOP)/Business Continuity Topic Collection and the Recovery Topic Collection, which includes several more resources that may be helpful for this request.

Updated Response: Please refer below for additional plans and guidance (noted with an asterisk*) from Louisiana and from ASPR TRACIE Field Project Officers. These resources are attached to our response since they are not available online. Please do not further distribute without prior request.

I. Public Health COOP Plans, Tools, and Templates


This site includes numerous resources for agencies to develop a COOP plan such as plan template, worksheets, training videos, and link to the Alabama Department of Health Public Health COOP Plan. It also includes the eight state essential functions that serve as a foundation for all government continuity programs and capabilities.

*Louisiana Department of Health and Hospitals. (2014). Requirements for Reoccupying and Reopening Following Emergency Events. (Refer to attachments).

These three documents include a memo from the Governor outlining requirements for healthcare facilities to reoccupy and reopen their facilities following an emergency; a reoccupy form; and a protocol for reopening.

This plan developed by the state public health agency includes seven basic elements of the plan (essential functions, delegation of authority, succession, alternate facilities, interoperable communications, vital records/ systems/ equipment, and human capital management) as well as the three phases of COOP Plan implementation (activation and relocation, alternate facility operations, and reconstitution).


This COOP was developed by the Region 1 ESF-8 Coalition Designated Regional Coordinators to highlight how the coalition will continue to conduct its essential missions and functions during an emergency. In addition to roles and responsibilities, this plan includes how disaster intelligence/ situational awareness is gathered and distributed, communication plan, and budgeting/ acquisition of resources.


This COOP plan focuses on continuing operations during a flu pandemic, however, it is also applicable for other scenarios that may require the state health department to activate the plan.


This COOP template was adapted from the Virginia Department of Emergency Management’s plan and developed for different state and local departments. It includes directions for completing each section and discusses essential functions within three scenarios: loss of access to a facility, loss of services due to a reduction of workforce, and loss of services due to equipment or system failure.


This template for state government agencies provides a roadmap for building each agency’s plan. It uses a step-by-step approach and reiterates that COOP plans should not include planning for any possibility that could cause an interruption, but rather, the effects of any interruption.


This tip sheet provides guidance for local health departments developing a COOP plan. It includes eight phases of COOP planning and the process for identifying and prioritizing critical health services. NOTE: If they hyperlink in the citation does not open, please
copy and paste the following URL in your web browser:


This presentation provides an overview of the State of Ohio’s approach to building its continuity of operations program. It includes the steps the state followed and has recommended for its counties and local governments.


This plan provides the COOP guidance to state government officials.


This site includes numerous presentations, templates, and guidance for continuity planning in the healthcare sector.

*U.S. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response. (n.d.). Continuity Targets, Critical Tasks, and Sub-Tasks. HHS/ASPR. (Refer to attachment).

This tool developed by HHS/ASPR Field Project Officers provides a useful checklist of key targets and tasks for continuity planning.


This template was developed for the Commonwealth of Virginia executive branch agencies and institutions of higher education. However, it provides guidance to other state and local governments for the development and maintenance of COOP plans.

II. Additional COOP Resources and Guidance Materials


The Continuity Guidance Circular “serves as a resource for federal and non-federal entities to guide, update, and maintain organizational continuity planning efforts and appropriately integrate and synchronize continuity efforts.” The document covers building and maintaining continuity capabilities and includes a planning checklist in the appendix.

FEMA provides links to information on continuity planning, online courses, and other COOP resources. It also includes a COOP plan for non-federal entities, reconstitution template, devolution template, and various exercise templates.


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.