

## ASPR TRACIE Technical Assistance Request

**Request Receipt Date (by ASPR TRACIE):** 9 June 2016

**Response Date:** 27 June 2016, updated 27 January 2021; updated 14 November 2022

**Type of TA Request:** Standard

### Request:

The requestor asked for examples of Continuity of Operations Plans (COOPs) for state health departments.

**NOTE:** This TA response was updated in November 2022 to include COOP resources for local-level public health departments.

### Response:

The ASPR TRACIE Team conducted a search on state and local-level health department COOPs. Section I of this document provides links to state public health COOP resources, and Section II includes links to local public health COOP resources. Section III includes links to additional COOP-related resources and guidance documents.

**NOTE:** Some resources are not publicly available and are only available via attachment and request to the [ASPR TRACIE Assistance Center](#). **Please do not further distribute these attachments without prior approval.**

The ASPR TRACIE [Continuity of Operations \(COOP\)/ Business Continuity](#) and [Recovery](#) Topic Collections includes additional resources that may be helpful for this request.

## I. State-Level Public Health COOP Plans, Tools, and Templates

Alabama Public Health. (2010). [Alabama's Continuity of Operations Directive](#).

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. (Contact the [ASPR TRACIE Assistance Center](#) for the attachment.)

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.

Louisiana Department of Health and Hospitals. (2011). [State of Louisiana Department of Health and Hospitals, Office of Public Health COOP.](#)

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 implementation (activation and relocation, alternate facility operations, and reconstitution).

Louisiana Region 1 ESF-8 Coalition. (2016). All Hazards Continuity of Operations Plan. (Contact the [ASPR TRACIE Assistance Center](#) for the attachment.)

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.

Maine Department of Health and Human Services. (2020). [Continuity of Operations Plan.](#)

This COOP 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.

Missouri Department of Health and Senior Services. (2014). [COOP Planning Template and Worksheets.](#)

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 COOPs should not include planning for any possibility that could cause an interruption, but rather, the effects of any interruption.

Ohio Emergency Management Agency. (n.d.). [Developing a Continuity of Operations Program.](#) (Accessed 11/14/2022.)

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.

Virginia Department of Emergency Management. (2011). [Continuity Plan.](#)

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 COOPs.

## II. Local-Level Public Health COOP Plans, Tools, and Templates

Barishansky, R.M. (2011). [Continuity of Operations Planning for Public Health Entities](#).

This slide deck, developed for the Fifth National Emergency Management Summit, provides information for local public health departments including essential steps to take when developing a COOP.

City of Madison, Wisconsin. (n.d.) [Continuity of Operations Plan](#). (Accessed 11/14/2022.)

This template can be used by other local public health departments when developing COOPs.

City of Richmond (VA), Office of Emergency Management. (2010). [Continuity of Operations](#).

This webpage provides a business impact analysis template, COOP worksheets, and a department plan template that can be tailored for use by local public health departments.

Harford County Health Department. (2009). [COOP \(Continuity of Operations\)](#).

This webpage provides an overview of COOP planning to include a PowerPoint presentation. It also includes a COOP template (from 2009) that local government entities and other agencies can use when developing their own plans.

Montgomery County Advanced Practice Center. (2007). [Building a Continuity of Operations Plan](#). (Requires free registration with NACCHO).

This tip sheet provides guidance for local health departments developing a COOP. It includes eight phases of continuity planning and the process for identifying and prioritizing critical health services. **NOTE:** If the hyperlink in the citation does not open, please copy and paste the following URL in your web browser:  
<https://toolbox.naccho.org/api/ToolBlob?blobKey=c95ca664-dbe3-402c-977b-cca6a84c6b51&fileName=Building%20a%20Continuity%20of%20Operations%20Plan.pdf>.

Napa County Health and Human Services Agency (HHSA). (2009). [HHSA Emergency Operations Plan \(EOP\) – Appendix 1. Continuity of Operations Plan \(COOP\)](#).

This COOP establishes procedures to ensure continuation of essential functions of the Napa County (CA) HHSA.

University of Rochester Medical Center. (2020). [Continuity of Operations Planning](#).

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

### III. Additional COOP Resources and Guidance Materials

Federal Emergency Management Agency. (2018). [Continuity Guidance Circular](#).

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.

Federal Emergency Management Agency. (2015). [Continuity of Operations](#).

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

U.S. Department of Health and Human Services, Administration for Strategic Preparedness and Response. (n.d.). Continuity Targets, Critical Tasks, and Sub-Tasks. HHS/ASPR. (Contact the [ASPR TRACIE Assistance Center](#) for the attachment.)

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

U.S. Department of Health and Human Services, Administration for Strategic 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.