

## ASPR TRACIE Technical Assistance Request

**Requestor:** [REDACTED]  
**Requestor Phone:**  
**Requestor Email:**  
**Request Receipt Date (by ASPR TRACIE):** 9 June 2016  
**Response Date:** 27 June 2016, Updated 8 July 2016  
**Type of TA Request:** Standard

### Request:

[REDACTED] requested the following two items as a result of gaps in their state's COOP plan identified after the [REDACTED] Exercise (6-10 June 2016):

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 [REDACTED]

### Response:

To answer the first request, the ASPR TRACIE Team conducted a search on health department Continuity of Operations (COOP) plans. Section I below 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 \(COOP\)/ Failure Plan Topic Collection](#) and the [Recovery Topic Collection](#), which includes several more resources that may be helpful for this request.

**Updated Response:** Please see below for additional plans and guidance (noted with an asterisk\*) from Louisiana and also from the Region IV and Region VI 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

Alabama Public Health. (n.d.). [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.

Connecticut Department of Emergency Services and Public Protection. (2014). [State Agency All Hazards Continuity of Operations Plan](#).

This template was developed for state agencies in Connecticut to complete and all are attached as an Annex to the State of Connecticut's Emergency Management COOP Base Plan. It includes an introduction and directions for completing each section.

\*Louisiana Department of Health and Hospitals. (2014). Requirements for Reoccupying and Reopening Following Emergency Events. (See 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.

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

\*Louisiana Region 1 ESF-8 Coalition. (2016). All Hazards Continuity of Operations Plan. (See Attached).

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. (2009). [Continuity of Operations Plan](#).

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.

\*Mangieri, B. and Link, P. (n.d.). Continuity Targets, Critical Tasks, and Sub-Tasks. HHS/ASPR. (See Attached).

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

Maryland Emergency Management Agency. (2014). [Maryland State Continuity of Operations Planning Template](#).

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.

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

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 plan. It includes eight phases of COOP planning and the process for identifying and prioritizing critical health services.

Ohio Emergency Management Agency. (n.d.). [Developing a Continuity of Operations Program](#). (Accessed 9/10/15.)

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.

State of Oklahoma. (2007). [Oklahoma Continuity of Operations Plan](#).

This template for local jurisdictions in Oklahoma is designed to cover from hour 12 to day 30 of an emergency.

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

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

Utah Department of Health. (2014). [Utah Department of Health Continuity of Operations Plan](#). (Executive Summary Only).

This Executive Summary includes the pertinent information from their COOP plan such as recovery locations, COOP strategies, and key agency function priority list.

Virginia Department of Emergency Management. (n.d.). [Continuity Planning](#).

This site provides numerous state and local plan templates and resources for developing a COOP plan. For example: continuity plan template, guide and worksheet to identifying

mission essential functions, local government resources and plan template, and pandemic influenza COOP annex.

Washington State Department of Health. (2012). [Continuity of Operations Full Scale Exercise After Action Report/ Implementation Plan](#).

Though not a COOP plan template or guidance, this AAR/IP from Washington State may be helpful in determining the gaps found in their COOP plan and how they plan to address those issues.

## II. Additional COOP Resources and Guidance Materials

Federal Communications Commission. (n.d.). [Emergency Planning: Health Care Sector](#). (Accessed 5/2/16.)

The guidelines provided on this page can help the healthcare sector ensure continuity of operations and communications systems during emergencies. Links to related tools and resources are also provided.

Federal Emergency Management Agency. (2013). [Continuity Guidance Circular 1](#).

This document includes new policies and clarifies existing policies for the further development of continuity plans and programs for non-Federal government partners. The provisions of this circular are applicable to all levels of State, territorial, tribal, and local government organizations, as well as organizations in the private sector.

Federal Emergency Management Agency. (2013). [Continuity Guidance Circular 2](#).

This document provides guidance and direction to non-Federal government partners for the identification and verification of their essential functions, and the Business Process Analyses and Business Impact Analyses that support and identify the relationships among these essential functions. The provisions of this circular are applicable to all levels of State, territorial, tribal, and local government organizations, as well as organizations in the private sector.

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 plan for non-federal entities, reconstitution template, devolution template, and various exercise templates.

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.