

# DNA Identification Testing Division Business Continuity Plan

Distribution List			
Distributed To	Number of Copies	Distributed To	Number of Copies
		Business Continuity Plan Binder 08	1

MOST RECENT DOCUMENT REVISION	
Section and Paragraph Affected	Summary of Changes as Compared to the Previous Version of the Document
All	Formatting
22.C.1.	New guidance regarding maintaining sample integrity during extended un-scheduled computer down time.
All	Updated Facilities Director; removed [REDACTED]

## SECTION 1. PURPOSE

The major objective of the Business Continuity Plan is to maintain the Laboratory's ability to deliver testing to our clients. A Business Continuity Plan is a general written plan for coping with unexpected events and is used as a guide to assist in plotting the Recovery Course of Action. Possible disasters and proposed responses are detailed in this Business Continuity Plan.

## SECTION 2. SCOPE

This standard operating procedure (SOP) describes the implementation of this plan at the DNA Identification Testing Division Facility and off-site locations:



- A. Testing will be conducted in accordance with the policies and procedures in place at the time of the disaster.

- B. If it is not practicable to follow the policies and procedures, deviations will be made only with approval of the laboratory director. All deviations will be in writing and reported to the client in accordance with the division's policies and procedures.

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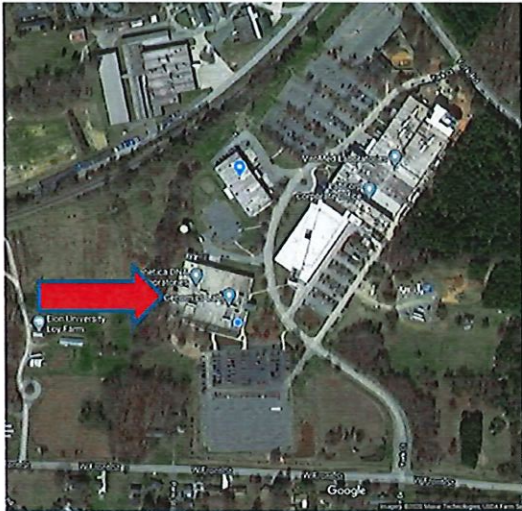
SECTION 4. TABLE OF CONTENTS - APPENDICES
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Appendix	Title
A	Personnel List 1. Invoking the Plan- Initial Notification 2. Recovery Organization 3. Emergency Team 4. Laboratory Recovery Team 5. Contingency Team 6. Contacts 7. Distribution List
B	Employee Listing / Emergency Contacts
C	Identity Building with Escape Routes Marked and Shelter In Place Locations
D	Chemical Inventory Listing
E	DNA Identification Facility Phone List
F	Emergency Call Center Redirect Procedures



SECTION 5. SITE INFORMATION
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Site Name:     Labcorp, DNA Identification Testing Division  
Address:       1440 York Court, Burlington, NC 27215-3361



The DNA Identification Testing Division occupies a single story building located on the Labcorp Atlantic Division Regional Laboratory / Center for Esoteric Testing Laboratory (ADRL/CET) campus. Laboratory Corporation of America Holdings owns this building and is the sole occupant.

Square Footage	Approximately 70,000
Fire Suppression	Sprinkler System
Roof	Flat, Rubber Roof
Exterior Construction	Concrete / Block
Days of Operation	All - Sunday through Saturday
Hours of Operation	24 hours /day
Site Emergency Message Number	
Responsible Party for Message	Recovery Coordinator
Backup	Recovery Team described herein



SECTION 6. FACILITY EVACUATION – DNA IDENTIFICATION TESTING FACILITY
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- A. In the event of an emergency immediately notify the appropriate personnel. Depending on the type of emergency, notification of the area supervisor / manager may be warranted.
- B. The supervisor / manager notifies the Campus Safety Manager, who informs the Facilities Director and /or Civil Authorities. The Laboratory Director is also informed of the emergency.

Campus Safety Manager			
Facilities Director			
Laboratory Director			

- C. The Facilities Manager is responsible for shutting down facility utilities (gas, water, electricity), if necessary.
- D. The response may include activation of the fire alarm system (in the event of a fire or other emergency requiring evacuation) or the Emergency Response Team (ERT):

Dial 65911	
Code Blue	Medical emergencies
Code Yellow	HAZMAT emergencies
Code Red	Fire emergencies
State Location of the emergency	
Repeat information	

- E. If necessary to evacuate the building or to take emergency action:
1. Walk calmly to the nearest exit and evacuate the building as quickly as possible.
  2. In case of a fire, use the clearly marked designated emergency exit routes.
  3. Emergency exit routes are posted throughout the facility; employees should familiarize themselves with the exit routes.
  4. All personnel must evacuate the premises. If possible and without posing additional safety risk, staff should remove the following items as they evacuate:
  5. Important documentation
    - a. Valuables (briefcases, purses, personal belongings)
    - b. Keys (car, home)

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6. Meet in the designated meeting area outside of the employee entrance.
7. Once at the designated meeting area, the employee must report to his/her supervisor and sign the employee roster.
8. If appropriate, the area supervisor contacts offsite facilities ( [REDACTED] ) to account for personnel working at those facilities. If the supervisor is not available, the laboratory manager will make contact.

F. Emergency Response Team (ERT) Member Roles:

1. Direct employees and visitors to exits or to an inside meeting location.
2. Check each room and notify staff of the type of emergency and the actions to be taken.
3. Close each door after each room is evacuated.
4. Locate special assistance employees and / or visitors and determine if assistance is required.
5. Report and verify all personnel have been evacuated.
6. If called, the Civil Emergency Response Departments (Fire Department, EMS and Police) take command upon arrival and determine the scope of response: Rescue (if everyone is not accounted for) or Firefighting (if all persons have been accounted for).
7. In the event of an extended evacuation, make the Disaster Pack available to personnel, if necessary. The Disaster Pack and first aid supplies are maintained in the ERT supply cabinet.
8. Disaster Pack contents:
  - a. Bottled water
  - b. Flashlight
  - c. Batteries

G. In the event of an emergency, civil authorities will take command of the evacuation upon arrival.

H. Designated Meeting Area:

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1. The primary designated meeting area for the DNA Identification Facility is the grassy area outside of the employee entrance. The Paternity and HLA accessioning personnel meet in the grassy area outside of the accessioning entrance.
2. The secondary rally point is the grassy area on the Front Street side of the ADRL / CET Laboratory parking lot.
3. Alternatively, employees may be directed to the foyer at the ADRL/CET Laboratory main entrance and available conference rooms.

Should the primary and secondary rally points be unavailable, the employees are directed

5. At the rally point, the supervisors conduct a head count to ensure all employees are accounted for.
6. All personnel must remain at the designated rally point and await further instruction.
7. No personnel may leave unless directed by operations personnel.

#### I. Shelter in Place:

1. Should circumstances mandate, employees may be instructed to shelter in place in a designated central location, the main back hallway and PCR hallway located at the back of the facility.
2. These hallways are away from the building exterior walls and windows, structurally sound and clearly identified with Shelter in Place signage.
3. ERT may be present to provide direction and instruct employees, with management's assistance, to the designated shelter in place areas. In the absence of ERT, supervisors / management are responsible for directing employees to the designated areas.
4. Supervisors conduct a head count and immediately notify ERT of any employees that cannot be accounted for.
5. After the employees have been moved to the designated areas, ERT provides the initial assessment of scene safety. Responsibilities include:
  - a. Contact facilities to shut off power, water, etc., if needed.
  - b. Cordon off unsafe areas (areas affected by the emergency).



- c. Cover / protect equipment, if needed and if possible. ERT supplies include tarps, plastic, etc.
- 6. All personnel are to remain in shelter in place locations and await further instruction.
- 7. No personnel may leave unless directed by operations personnel.
- J. Initially, after all employees are accounted for, the Recovery Team meets in the conference room (either in the DNA Identity facility or the designated rally point) and:
  - 1. Confirms that all employees and visitors are accounted for.
  - 2. Notifies the General Manager, [REDACTED], of the emergency.
  - 3. Coordinates with ERT on the details of the incident and damages.
  - 4. Contacts Facilities for an assessment of damages and to initiate repair.
  - 5. The Recovery Coordinator assesses the situation, including feedback from the ERT team and Labcorp Safety / Facilities personnel. The ERT team assists the civil authorities and acts as the liaison between the civil authorities and Labcorp personnel.
  - 6. No employees are allowed to re-enter the lab until the lab is cleared for re-entry.

SECTION 7. FACILITY EVACUATION – PATERNITY WAREHOUSE
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Address: [REDACTED]

- A. In the event of an emergency immediately notify the appropriate personnel. Depending on the type of emergency, notification of the area supervisor / manager may be warranted.
- B. The supervisor / manager notifies the Campus Safety Manager, who informs the Facilities Director and /or Civil Authorities. The Laboratory Director is also informed of the emergency.

Campus Safety Manager	[REDACTED]	[REDACTED]
Facilities Director	[REDACTED]	[REDACTED]
Laboratory Director	[REDACTED]	[REDACTED]

- C. The Laboratory supervisor / management informs the Landlord of the emergency. The Landlord is responsible for shutting down facility utilities (gas, water, electricity), if necessary.

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- D. The response may also include activating the fire alarm system (in the event of a fire or other emergency requiring evacuation).
- E. If necessary to evacuate the building or to take emergency action:
1. Walk calmly to the nearest exit and evacuate the building as quickly as possible.
  2. In case of a fire, use the clearly marked designated exit routes.
  3. The emergency exit routes are posted throughout the facility; employees should familiarize themselves with these exit routes.
  4. All personnel must evacuate the premises. If possible and without posing additional safety risk, staff should remove the following as they evacuate:
    - a. Important documentation
    - b. Valuables (briefcases, purses, personal belongings)
    - c. Keys (car, home)
  5. Meet in the designated meeting area outside of the front entrance.
  6. At the rally point, conduct a head count to ensure all employees are accounted for.
  7. Notify the area supervisor / management of the evacuation.
- F. If called, civil authorities take command of the evacuation upon arrival.
- G. Designated Meeting Area for Offsite Warehouse Facility:
1. The primary designated meeting area for the warehouse facility is the grassy area at the front of the facility.
  2. The secondary rally point is the DNA Identification Testing facility [REDACTED] [REDACTED] and notify the area supervisor / management.
  3. At the rally point, conduct a head count to ensure all employees are accounted for.

4. All personnel must remain at the designated rally point and await further instruction.
  5. No personnel may leave unless directed by operations personnel.
- H. Shelter in Place: Should circumstances mandate, employees may be instructed to shelter in place in the following designated central location: Office area in the center (2<sup>nd</sup>) main warehouse room.

SECTION 8. FACILITY EVACUATION –		WAREHOUSE
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Address: [REDACTED]

- A. In the event of an emergency immediately notify the appropriate personnel. Depending on the type of emergency, notification of the area supervisor / manager may be warranted.
- B. The Management team is responsible for notifying, as appropriate, the Facilities Director and /or Civil Authorities. The Laboratory Director is also informed of the emergency.

Facilities Director Laboratory Director	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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- C. The response may also include activating the fire alarm system (in the event of a fire or other emergency requiring evacuation).
- D. If necessary to evacuate the building or to take emergency action:
  1. Walk calmly to the nearest exit and evacuate the building as quickly as possible.
  2. In case of a fire, use the clearly marked designated exit routes.
  3. The emergency exit routes are posted throughout the facility; employees should familiarize themselves with these exit routes.
  4. All personnel must evacuate the premises. If possible and without posing additional safety risk, staff should remove the following as they evacuate:
    - a. Important documentation
    - b. Valuables (briefcases, purses, personal belongings)
    - c. Keys (car, home)




5. Meet in the designated meeting area outside of the front entrance.
  6. At the rally point, conduct a head count to ensure all employees are accounted for.
  7. Notify the area supervisor / management of the evacuation.
- E. If called, civil authorities take command of the evacuation upon arrival.
- F. Designated Meeting Area for Offsite Warehouse Facility:
1. The primary designated meeting area for the warehouse facility is the parking lot at the front of the facility.
  2. Should the primary rally point be unavailable, the employees should report directly to [REDACTED] and notify the area supervisor / management.
  3. At the rally point, conduct a head count to ensure all employees are accounted for.
  4. All personnel must remain at the designated rally point and await further instruction.
  5. No personnel may leave unless directed by operations personnel.
- G. Shelter in Place: Should circumstances mandate, employees may be instructed to shelter in place in the center (2<sup>nd</sup>) warehouse room.

#### SECTION 9. FACILITY EVACUATION – PATERNITY CUSTOMER SERVICE FACILITY

Address: [REDACTED]

- A. When anyone becomes aware of an emergency, they must immediately notify the Management team.
- B. In case of an emergency, call 911.
- C. If necessary, contact [REDACTED] security at [REDACTED].
- D. The Management team is responsible for notifying, as appropriate, the Facilities Director and /or Civil Authorities. The Laboratory Director is also informed of the emergency.

Facilities Director Laboratory Director	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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- E. The response to an incident may also include activating the fire alarm system (in the event of a fire or other emergency requiring evacuation).
- F. If necessary to evacuate the building or to take emergency action:
1. Walk calmly to the nearest exit and evacuate the building as quickly as possible.
  2. Primary and secondary routes: Front or back door depending on the emergency situation.
  3. The primary designated meeting area is the sidewalk across the street from the facility near [REDACTED] 50 ft. away from the building, and report immediately to your supervisor.
  4. Should the primary rally point be unavailable, the employees should report to the facility's designated downtown parking lot ([REDACTED]) and notify the area supervisor / management.
  5. All personnel must evacuate the premises. If possible and without posing additional safety risk, staff should remove the following as they evacuate:
    - a. Desk phones, to facilitate resuming phone connectivity at an alternate location, if feasible
    - b. Important documentation
    - c. Valuables (briefcases, purses, personal belongings)
    - d. Keys (car, home)
  6. Meet in the designated meeting area in the parking lot across the street from the front entrance of the facility.
  7. At the rally point, conduct a head count to ensure all employees are accounted for.
  8. All personnel must remain at the designated rally point and await further instruction.
  9. No personnel may leave unless directed by operations personnel.
  10. Notify the area supervisor / management of the evacuation.
- G. If notified, civil authorities take command of the evacuation upon arrival.



- H. Shelter in Place: Should circumstances mandate, employees may be instructed to shelter in place outside the restrooms located at the back of the building on the first floor.

#### SECTION 10. MEDIA RESPONSE

- A. Employees and management are not to communicate with or respond to media inquiries. Employees are to forward the inquiry or individual making the inquiry to the designated corporate representative below.
- B. All media inquiries should be directed to:

[REDACTED]

- C. If unable to reach [REDACTED] and a media situation is extremely urgent, contact [REDACTED] (continuously monitored).





## SECTION 11. POLICIES

### A. Personnel Policies:


1. All departmental staff members, managers and supervisors are responsible for ensuring that personnel affected by this plan are aware of procedures and amendments.
2. All personnel affected by this plan are responsible for the complete understanding of their roles in a disaster situation.
3. All personnel are expected to react quickly and expeditiously according to the requirements of this plan immediately upon notification of an emergency.
4. After a disaster, the disaster teams are responsible for all processing, recovery and reconstruction activities. However, once normal operations have been restored, the lines of authority revert to those in effect prior to the disaster.

### B. Business Continuity Plan Policies:

1. Copies of the current plan reside with the key personnel required to support the plan. For a full list of all copies by name of holder, refer to the distribution list in Appendix A.
2. A tabletop test of the plan is conducted annually to evaluate the overall effectiveness of procedures.
3. This plan is monitored and maintained to ensure against obsolescence.
4. "Normal" day-to-day operational issues are handled internal to the department as per existing procedures.
5. During a disaster, reasonable care should be taken to establish and maintain a level of information security consistent with accepted professional practices.

### C. Authority:

1. The Recovery Coordinator is responsible for implementing and enforcing the disaster plan during the emergency period after consulting with the Regional Senior Vice President. The plan becomes effective upon the occurrence of the emergency and remains in effect until operational control is returned.
2. The Recovery Coordinator is responsible for developing and maintaining the plan.

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3. All persons involved in the plan are responsible for providing any changes or additions which may be required.

## SECTION 12. DISASTER CLASSIFICATIONS

Disaster can be classified by severity to indicate the level of reaction. The following classification is provided as a guide to help determine the criticality of the emergency. Each type of disaster is defined and accompanied by examples of events that may occur within the identified type.

A. Type I. Part of the Building.

1. Localized fire
2. Equipment failure
3. Loss of License

B. Type II. A complete loss of the DNA Identification Testing Laboratory.

1. Fire
2. Flood
3. Extended power outage

C. Type III. The loss of the Computer Information Systems.

1. Fire
2. Flood
3. Extended power outage

D. Type IV. Biological threat through the mail handling system.

E. Type V. Absenteeism Due to Disease.

F. Type VI. Loss of a Test System

G. Type VII. Responding to Protest Activity and Civil Unrest



<b>SECTION 13. PLAN REVISIONS</b>
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- A. Frequency of Update. The Business Continuity Plan is updated as often as required to keep the plan current. It is the responsibility of the Recovery Coordinator to ensure all changes are updated in the manual.
- B. Revision Responsibility. The Business Continuity Plan is revised whenever changes are received. New releases are distributed according to the distribution list. It is the responsibility of those holding copies of the Business Continuity Plan to maintain the current document.
- C. Auditing of Plan. The Business Continuity Plan is subject to periodic review by Labcorp Corporate Compliance - Internal Audit.

SECTION 14. INVOKING THE PLAN
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#### A. Initial Notification

Regardless of the individual circumstances, or the identity of the person or persons first made aware of the disaster, they must immediately contact the individuals listed below:


Name	Office Extension	Home	Cellular
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

#### B. Emergency Assessment

1. Upon notification of an emergency, the Emergency Team (see Appendix A) convenes at the laboratory site to assess the situation.
2. If it is not possible to meet at the laboratory site, the team meets [REDACTED].
3. If the ADRL/CET Laboratory is not available, the team meets [REDACTED] and either uses an available conference room or determines an appropriate meeting site.
4. The team will assess the processing capabilities and report findings to the Recovery Coordinator.

#### C. Disaster Declaration Procedure. The Recovery Coordinator informs the Regional Senior Vice President of the assessment of the disaster and, if the decision is made that a disaster exists:

1. Initiates notification to the Emergency and Laboratory Recovery Teams (see Appendix A) that an emergency has been declared and contingency procedures have been activated.
2. Notifies all internal and external users of the situation and the anticipated scope and length of the emergency.


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3. Notifies the appropriate functional areas required to provide communication and support, e.g. Legal, Maintenance, and Customer Service.
4. Activates site emergency message to communicate emergency status to employees (see Section 5. above).
5. Acts as Recovery Coordinator of the Disaster Recovery Teams as described in this plan.
6. Convenes a Disaster Recovery Meeting as soon as possible.

#### SECTION 15. RESPONSIBILITIES

- A. Depending upon the extent of the disaster and the possibility that staff members may be incapacitated, the first step taken by the Recovery Coordinator is to request an inventory of available staff from each manager and supervisor.
  1. Immediately contact each employee as soon as possible to advise of the emergency and generate a listing of available personnel.
  2. The Recovery Team members named on the Disaster Organization Chart direct the notification process and coordinate the department's efforts to contact personnel.
  3. Staff inventory is facilitated by the Employee / Emergency Contact Personnel Listing provided by Human Resources. Refer to Appendix B. for the Employee / Emergency Contact Personnel Listing.
  4. Following review of available staff listings, the Recovery Coordinator arranges for any temporary interdepartmental personnel transfers to assure the overall smooth functioning of the recovery process.
  5. Managers and supervisors must also note their departmental personnel shortages and initiate procedures to obtain replacement personnel.
- B. If temporary shortages remain after all feasible re-allocation of personnel is made, management should utilize all available resources.
- C. The Recovery Coordinator and the management team may coordinate necessary staffing arrangements through:
  1. Temporary inter-departmental transfers
  2. Re-assignment of current personnel



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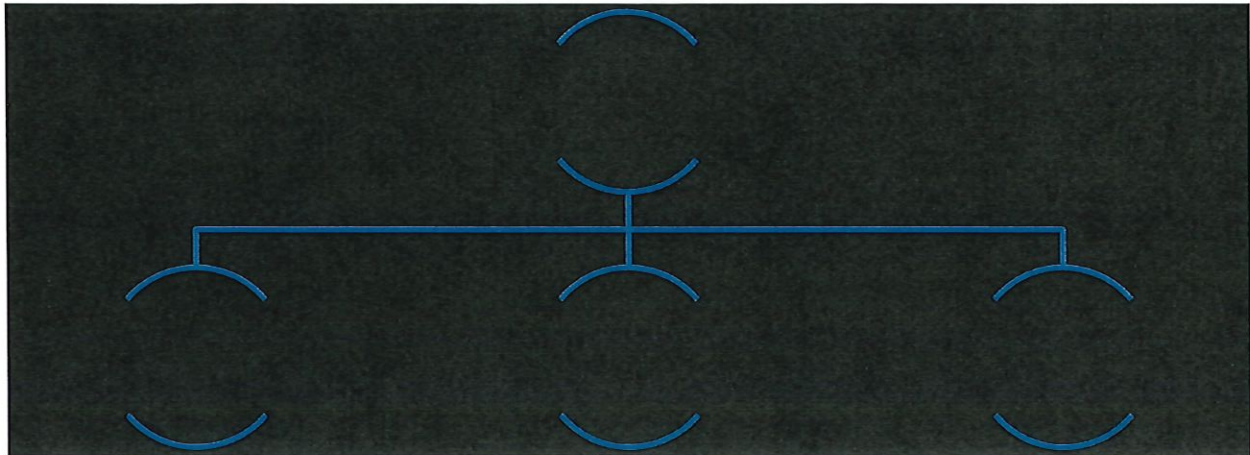
### 3. Staffing through temporary agencies

## SECTION 16. RECOVERY ORGANIZATION

When a disaster has been declared that requires activation of the Business Continuity Plan, the following Emergency Organization goes into effect and remains for the duration of the emergency.



## Recovery Organization



Function	Individual	Work Phone	Home Phone	Cellular Phone
Recovery Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Alternate Recovery Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Emergency Team Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Alternate Emergency Team Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Laboratory Recovery Team Co-Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Laboratory Recovery Team Co-Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Contingency Team Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Alternative Contingency Team Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Recovery Coordinator's Functional Responsibilities:

- A. Rapid and adequate recovery is best accomplished by vesting the total responsibility for recovery in one, on-site individual with the appropriate authority to take those actions dictated by the disaster. This individual is listed in the Disaster Organization Chart.
- B. However, if this individual is unavailable, the responsibility may be assigned to the alternate or other individual who, in the opinion of management, can best handle the situation. Responsibilities include:
  1. Upon receipt of the Emergency Team assessment of the disaster and in addition to his/her assessment, the Recovery Coordinator reports to the Regional Senior Vice President on the status of the emergency.
  2. Establishes a Disaster Organization as identified in this plan. These key areas of responsibility must be staffed as soon as possible in order to initiate an effective recovery task force.
  3. Calls the first meeting of the Disaster Organization at one of the following sites:
    - a. DNA Identification Testing Facility Conference Room (Lab Site) – see attached floor plan
    - b. Alternative Site: If it is not possible to meet at the laboratory site, the team will meet in an available conference room [REDACTED]
    - c. Alternative Site: If the [REDACTED] and [REDACTED] either uses an available conference room or determines an appropriate meeting site.
  4. Makes specific task assignments to address the situation.
  5. Evaluates and determines operating schedule deviations, revisions and priorities consistent with corporate requirements and resource availability. Otherwise, a normal processing schedule of first critical business activities, followed by lower priority activities.
  6. Oversees the general Disaster Recovery process.





SECTION 17. EMERGENCY TEAM

Function	Individual	Work Phone	Home Phone	Cellular Phone
Emergency Team Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Alternate Emergency Team Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Facilities Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Alternate Facilities Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Specimen Logistics	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Alternate Specimen Logistics	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Responsibilities. The Emergency Team makes an initial assessment of the situation at the lab to determine whether a disaster exists or may result. Based on the Team's recommendations, the following actions are taken:

- A. If interruptions are experienced in the laboratory, the computer system or any other area which has an impact on the business function, a verbal evaluation report is provided to the Recovery Coordinator indicating which processing is still operable and any incapacitated processes.
- B. An immediate assessment of laboratory equipment and computer functionality is performed and reported to the Recovery Coordinator. Required repairs and estimated time to repair each damaged item must be included.
- C. An immediate assessment of the department's operations area and environment control systems is made by the Facilities Coordinator. Specific items to be repaired and estimated time to repair are reported to the Recovery Coordinator.
- D. The Emergency Team Coordinator establishes security of on-site case files, testing specimens and contracts.

SECTION 18. CONTINGENCY TEAM
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Function	Individual	Work Phone	Home Phone	Cellular Phone
Contingency Team Coordinator				
Alternative Contingency Team Coordinator				

Functional Responsibilities. Participate in the recovery project by assisting in the coordination, administration and communications necessary to support the other recovery groups. Responsibilities include acting as the Control Center and performing logistics, to include:

- A. Contact Facilities Coordinator for additional space, office equipment or furniture.
- B. Obtain office equipment (copiers, calculators, phones, etc.) as needed.
- C. Establish logs, memos and procedures to maintain accurate records. As a minimum, a daily log is maintained.
- D. Obtain clerical help if needed. Plan on using in-house staff (operators, sales, etc.) for most of these functions.
- E. Make travel arrangements for employees who are assigned to another facility.
- F. Ensure special needs of employees assigned to other facilities are handled (i.e. day care, feeding animals, etc.).
- G. Distribute and order supplies.



## SECTION 19. LABORATORY RECOVERY TEAM

[illegible]

**Functional Responsibilities.** To minimize injury and damage to personnel, facilities, and equipment and to initiate action for the salvage and replacement of facilities and equipment, as needed. The recovery team is also responsible for implementing the plan to maintain the laboratory's ability to deliver testing to our clients.



A. Salvage

1. Team Members:

Member	Contact Phone Number
[REDACTED]	[REDACTED]

2. Responsibilities:

- a. Coordinate activities necessary to contain the damage and recover salvageable materials.
- b. Check power, heating, air conditioning and facilities.
- c. Provide damage assessment and recovery time frames to the Recovery Coordinator.
- d. Arrange to transport salvaged material off-site.

B. Computers

1. Members:

Member	Contact Phone Number
[REDACTED]	[REDACTED]

2. Responsibilities:

- a. After notification that a disaster has been declared, the Team assesses the status of the computer system.

- b. Makes arrangements to assemble the required forms, supplies, equipment, personnel, etc., to support the disaster processing activities.
- c. Coordinates contingency processing activities with the laboratory.
- d. Assists other teams as required.
- e. Establishes processes to ensure information processed manually is maintained for entry into the system when recovered.

#### C. Facilities

##### 1. Members:

Member	Contact Phone Number
[REDACTED]	[REDACTED]

2. Responsibilities: Coordinate salvage and facility rebuilding activities of internal and external groups.

#### D. Safety

##### 1. Members:

Member	Contact Phone Number
[REDACTED]	[REDACTED]

##### 2. Responsibilities:

- a. Alert the Emergency Response Groups as required, i.e. fire, spill control, HAZMAT, local fire and police.
- b. Provide for the protection of personnel.
- c. Establish security perimeter to provide protection for the facilities.
- d. Help prevent further damage.

- e. Notify appropriate staff of disaster situation and action required.

## E. Operations Recovery


### 1. Members:

Member	Contact Phone Number
[REDACTED]	[REDACTED]

### 2. Responsibilities

- a. Assess disaster effects on the lab operations.
- b. Work with affected department(s) to allow the continued processing of samples.
- c. Alternate Laboratory. In the case that an alternate laboratory is needed, there are no facilities within Labcorp that perform molecular HLA and Identity testing services.
  1. If equipment is salvageable to restart, a temporary offsite location may be identified to relocate the equipment. This option would have regulatory requirements to consider before testing could resume at a different site.
  2. Qualified ASHI accredited HLA laboratories can be found at [www.ashi-hla.org/resource/resmgr/docs/accreditation/LabDirectory](http://www.ashi-hla.org/resource/resmgr/docs/accreditation/LabDirectory).
  3. Qualified AABB accredited Relationship Testing laboratories can be found at [www.aabb.org/standards-accreditation/accreditation/accredited-facilities](http://www.aabb.org/standards-accreditation/accreditation/accredited-facilities).



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4. Contact clients to discuss alternate testing laboratories, outside of Labcorp. With the client's approval, Labcorp will cooperate in transferring remaining sample to the laboratory of the client's choice.

#### SECTION 20. TYPE I DISASTER – LOSS OF PART OF THE BUILDING

- A. General. The computer system is functional but a department in the Laboratory has been rendered non-operational or partially non-operational. This could be a fire, flood, chemical spill, machine outage or loss of licensure.
  1. Department(s) managers affected would assess the disaster with the Recovery Coordinator and the Laboratory Recovery Team.
  2. Depending on the test(s) affected and the expected duration, one or more of the following will occur:
    - a. In the event that an alternate laboratory is needed, there are no facilities within Labcorp that perform molecular HLA and Identity testing services.
    - b. If equipment is salvageable, a temporary offsite location may be identified to relocate the equipment to resume testing.
    - c. Alternatively, clients may be contacted to discuss alternate testing laboratories, outside of Labcorp, with the client's approval. Labcorp will cooperate in transferring remaining sample to the laboratory of the client's choice.
  3. Inform Laboratory and Branch Customer Services of any anticipated turn-around time delays.
- B. Branch. The Branch should experience no changes in operation.

#### SECTION 21. TYPE II DISASTER – LOSS OF BUILDING

- A. General. The computer system is functional but the entire DNA Identification Testing Laboratory has been rendered non-operational. This could be fire, tornado, flood or extended power failure.
- B. In the event of a power failure, a diesel generator is dedicated to the facility and is capable of providing for the electrical needs of the facility. The generator is maintained by the campus Facility Department and is tested monthly.

C. Steps to Take: Type II loss would be handled in the same manner as a Type I loss.

D. Additional Steps to Take in the event of Generator failure / Sustained Loss of Power:

1. Notify the Facilities Manager to initiate generator repair.


Facilities Manager				
Facilities Director				

2. Depending on estimated time of repair, coordinate the relocation of critical refrigerated and frozen items in both Inventory and the laboratories.
3. To aid in item prioritization, refer to the current listing of item location on J:/ [REDACTED]
4. Additionally, the listing is maintained in Inventory. See "Inventory Room Item Information Notebook" maintained in Inventory.
5. Additionally, contents listed on Inventory units to facilitate location of critical items in bulk storage.
6. Items may be transferred to Styrofoam coolers for temporary storage or transport.

E. Laboratory:

1. Disaster Recovery Teams meet to assess the damage and determine the anticipated down time. Once determined, the information is presented to Senior Management.
2. As the Laboratory will be non-operational, the branches will continue to route the specimens to CET/ADRL. The samples will be held at this location pending further direction from the Recovery Coordinator and Senior Management. Depending on the extent of the disaster, sample packaging for shipment to an alternate laboratory may be performed at the site.
3. Any additional computer equipment needed to accomplish the added volume at the site will be obtained through the Computer Coordinator. (See Appendix.)
4. In the event that an alternate laboratory is needed, there are no facilities within Labcorp that perform molecular HLA and Identity testing services. If equipment is salvageable to restart, a temporary offsite location may be found to move the equipment. Clients will be contacted to discuss alternate testing laboratories, outside of Labcorp, with the client's



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approval. Labcorp will cooperate in transferring remaining sample to the laboratory of the client's choice.

5. Additionally, the Recovery Team meets with the various Managers and Supervisors to determine the following:
  - a. Relocation of Customer Service personnel if unable to provide service to the client in present location is evaluated at the time of the disaster. Initial considerations include:
    - 1) If unable to receive incoming calls, the Emergency Call Center Redirect Procedures are activated. The status of the call center is updated to reflect the emergency status. Incoming callers would hear an emergency closure message and have the option to call back or leave a message.
    - 2) An emergency announcement is posted on the IdentiLink page of the Labcorp website, providing alternative contact methods (email) to be utilized during the emergency.
    - 3) Fax machines are forwarded to existing off-site fax machines.
    - 4) If the emergency closure was extended (>48 hours), the VOIP DNA call centers could be relocated to any Cluster 2 building in Burlington. Depending on available space, the DNA call centers could temporarily be moved to VOIP departments in the South Powell, Byrd's, Koury or Tapco facilities. If possible, call center employees could take existing phones to an available VOIP accessible desk and begin taking calls from the dedicated 1-800 phone lines. If the phones were not available, IT would provide replacement phones and programming for approximately twenty-five Account Specialists.
    - 5) LabSystems access is web based and connection could be established at additional workstations.
    - 6) If deemed necessary by the Recovery Coordinator, key clients may be contacted. A current listing of key clients and contact information would be generated from LabSystems.
    - 7) When resuming normal call center operations, the Emergency Call Center Redirect Procedures would be followed.
    - 8) The Customer Service Manager ( [REDACTED] ) is responsible for coordinating these activities.



- b. Customer Service Call Center: In the event that the Customer Service Call Center located at [REDACTED] is non-operational:
  - 1) All Cincinnati Call Center calls would be re-routed to the Burlington Identity Call Center.
  - 2) Due to language restrictions, the Account Specialist would use a Labcorp issued cell phone to communicate with the International clients until communication has been re-established.
  - 3) The Customer Service Manager ([REDACTED]) is responsible for coordinating these activities.
6. Inform Laboratory and Branch Customer Services of the situation and any anticipated TAT.
7. Purchasing information pertaining to the reagents / supplies utilized in the DNA Identification Testing Division is available in the PeopleSoft Financial and Purchasing System. This information is instrumental in securing supplies necessary to restart operations.

## SECTION 22. TYPE III DISASTER – LOSS OF COMPUTER INFORMATION SYSTEMS

- A. General. Any or all of the functional components of the Computer Information Systems and software utilized in the division been rendered inoperable but the Laboratory is still functional.
- B. The Corporate IT Risk Management and Security Department supports IT recovery through established protocols. Refer to current processes located on OneWorld@LabCorp>Information Technology>IT Business Continuity> Disaster Recovery>Processes and the Corporate IT Risk Management & Security IT-RMS-POL-001 IT Securities Policies.
  1. Contact Corporate IT to initiate recovery.
  2. With a recovered laboratory, the IS Disaster Recovery Computer Support will come on-line in 20 to 36 hours.
  3. Recovered laboratories are determined by IS.


C. Laboratory.

1. Maintaining sample integrity is the first priority of the accessioning staff.
  - a. All samples are unpacked and sample integrity maintained.
  - b. Frozen and refrigerated samples not being processed for testing are stored under appropriate, temperature monitored conditions pending processing.
  - c. Room temperature samples may be unpacked and held in accessioning pending processing.
2. Some laboratory tests or parts of the test may be completed manually with approval of laboratory management.
3. Alternatively, testing may be halted until the Computer Information Systems recovery is complete.
4. Clients would be notified of any expected TAT delays during / after the recovery, as applicable.

<b>SECTION 23. TYPE IV DISASTER – BIOLOGICAL THREAT THROUGH THE MAIL HANDLING SYSTEM</b>
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- A. Events regarding the intentional release of biological agents have heightened concern over the handling and sorting of mail. Many concerns have regarded the potential release of respirable aerosols of microbial spores from high-speed mail sorting machines. Labcorp does not utilize this technology to process its mail.
- B. The Centers of Disease Control and Prevention (CDC) issued guidelines regarding mail handling procedures and potential exposure to microbial agents.
- C. Corporate Safety has reviewed these guidelines and continues to monitor these guidelines on an on-going basis. The procedures that follow are to be followed by all Labcorp sites which receive mail in the event that a biological threat is suspected.
- D. Steps to Take:
  1. One (1) area is established within the facility where all incoming mail to the site is unloaded and sorted. Incoming mail must not be distributed through the facility without having been unloaded and sorted in this area.



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2. Employees who sort incoming mail evaluate suspicious parcels that:
  - a. Are unexpected or from someone unfamiliar to you, are addressed to someone no longer with the organization or are otherwise outdated.
  - b. Have no return address, excessive postage, misspelled words, incorrect title, badly typed or written, or have an address that can't be verified as legitimate.
  - c. Are of unusual weight, given their size, or are lopsided or oddly shaped.
  - d. Are marked with restrictive endorsements, such as "Personal" or "Confidential."
  - e. Have protruding wires, strange odors, or stains.
  - f. Have excessive tape or string.
  - g. Show a city or state in the postmark that doesn't match the return address.
3. In the event that an employee determines that a suspicious parcel has been received in the mail, the following steps are taken:
  - a. No attempt is made to open the parcel.
  - b. The parcel is left in the location where it was discovered and the area isolated, by closing the door if possible
  - c. Other personnel in the work area are notified that a suspicious parcel has been received.
  - d. The supervisor or the site Safety Officer is contacted to report the receipt of a suspicious parcel in the mail that may contain biological or chemical substances.
  - e. All persons who have been in contact or potential contact with the suspect parcel immediately wash their hands with soap and water.
  - f. A list of persons who had contact with the suspect parcel is generated. Also, document all personnel who was in the work area at the time the parcel was identified.
  - g. Provide the employee lists to the Site Safety Officer.
  - h. Items of clothing worn when in contact with the suspected mail piece are placed in a sealed plastic bag. The clothing is secured and made available for law enforcement agents, if requested.



- i. As soon as practical, employees shower with soap and water.
- j. If employees are prescribed medication by medical personnel, the employee should take the medication as prescribed or until otherwise instructed.
- k. The Site Safety Officer notifies the Campus Safety Manager. The Safety Manager will notify Corporate Environmental, Health and Safety (EHS) and the Corporate law department as per the emergency contacts protocol, if appropriate.
- l. Local law enforcement agency may be contacted if deemed appropriate for the event after consultation and investigation with the Campus Safety Manager.
- m. Local law enforcement coordinate with the other proper authorities, as appropriate.
- n. If the site safety officer is not available, contact the Campus Safety Manager or Corporate EHS.

#### SECTION 24. TYPE V DISASTER – ABSENTEEISM DUE TO DISEASE

- A. Disease can also affect the ability of the laboratory to perform testing. An example is an influenza pandemic, which is defined as a global outbreak of a highly infectious influenza virus that can cause serious illness in humans. The severity and amount of illness caused by disease cannot be reliably predicted. Key indicators are considered when developing a response plan. These indicators include:
  1. Disease severity (mortality rate)
  2. Disease prevalence (number of people ill)
  3. Worker absenteeism rate
  4. Impact of illness on employee population (pregnancy, chronic disease)
  5. Community factors (for example: closed schools and daycare, illness in children, public transportation)
- B. This Plan provides strategies to reduce the transmission of disease staffing the workplace and guidelines to maintain business operations in the DNA Identification Testing Facility by minimizing the impact of reduced staffing on specimen collection, transportation, testing and reporting. Supply chain issues are also addressed.
- C. This Plan may be initiated if:

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1. Employee absenteeism exceeds 20 percent.
2. Disease prevalence and/or impact of illness on employee population(s) required increased measures to limit staff exposure.
3. Community factors impact operations.

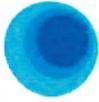
D. Exposure Control:

1. Work Practices:

- a. Alcohol gel hand sanitizers (with a concentration of alcohol greater than or equal to 60%) must be available for use where hand washing sinks are not readily available e.g. administrative offices, and common shared areas, such as break rooms.
- b. Employees should frequently wash their hands with soap and water for 20 seconds.
- c. Employees should cover coughs and sneezes with a tissue or cough and sneeze into their upper sleeves.
- d. Employees should avoid touching eyes, nose, and mouth.
- e. Employees should adhere to disinfection policies as discussed in Bloodborne Pathogen Exposure Disinfection SOP.
- f. Enhanced disinfection processes may also be implemented, including increased frequency of cleaning high touch common areas (counters, tabletops, door knobs and handles, bathroom fixtures, copiers, telephones).
- g. Practice of social distancing to keep a safe distance (minimum of six feet if possible) from others and not to gather in crowds.
- h. On-site meetings may be replaced with conference calls and / or web-exes to encourage social distancing in the work area.
- i. If needed, face coverings and/or face masks may be required for entry into the facility.
- j. If needed, limit entry point into the facility and implement daily health screenings prior to entering the facility.

2. To reduce exposure to co-workers:




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- a. Employees should stay home if they have signs and symptoms of contagious disease and return to work according to medical advice. The Center for Disease Control (CDC) currently recommends that anyone with an influenza-like illness remain at home at least 24 hours after they are free of fever (temperature below 100 °F or 37.8 °C) or signs of a fever without the use of fever-reducing medications.
  - b. Employees who are at work and have signs and symptoms of disease will be released from work according to Labcorp Human Resources guidelines.
  - c. Common areas, such as break rooms, may be re-organized (tables and chairs removed and / or re-located) to limit the number of staff utilizing the area.
  - d. Employees that are non-essential for testing may work remotely, if capable and in accordance with Labcorp Human Resources guidelines.
  - e. Additionally, shift start times may be adjusted to minimize employee contact between shifts.
3. Staff Education:
- a. A handout (electronic or printed) addressing the disease may be distributed to employees if available.
  - b. The Environmental, Health and Safety (EHS) officer disseminates updated information on disease threats to employees via managers, supervisors, blast email and safety bulletin boards.
4. Vaccinations: The laboratory encourages all staff to get seasonal flu vaccinations or other appropriate vaccinations when they become available. Vaccinations may be available through primary care physicians, pharmacies, other community resources, and Labcorp.
5. Medications: Employees should not self-medicate. During pandemics, unproven medications may be touted and may cause more harm than good. Only take medications prescribed by a reliable health care provider.

E. Communication:

1. Corporate Labcorp communicates company policy changes to employees via Regional EHS or through blast emails.
2. The Regional EHS Officer monitors Labcorp EHS Corporate sites, CDC and state/local health departments (through email subscriptions) and local news to provide updates to staff. The Regional Safety Manager and/or site EHS officer have been designated to provide



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updates via the designated email distribution lists. The frequency of the updates is determined by the area's severity level. Urgent updates may be communicated via the email distribution list.

3. Updates, educational material and information on pandemic flu are posted on the safety bulletin board and provided to employees via email.
4. Activation of this Plan is communicated to supervisors / managers by the Recovery Coordinator or Alternate Recovery Coordinator.
5. Customer service, in coordination with technical staff, communicates the status of the laboratory to clients, if appropriate. Clients will generally notify customer service if they are experiencing difficulties and customer service will notify supervisory staff of client shut downs or slowdowns.

**F. Action Plan:**

1. Department managers must notify the Recovery Coordinator at 20% absenteeism.
2. Technical Supervisors and employees are deployed to critical areas based on the assessment of the divisional management group. See tables below.
3. All hands would be expected on deck. All managers/supervisors with any technical experience (including Quality Assurance and Inventory personnel) would be expected to assist in the collective effort to maintain operations and provide test results to our clients.
4. Department supervisors ensure that employees exposed to the disease stay out of the laboratory. The CDC/OSHA guidelines for exposures are enforced.
5. Account managers / customer service assess collection capabilities, as the ability to collect samples may be affected by the pandemic.
6. In a pandemic, transportation may be affected. Lack of transportation may reduce the ability to both receive samples and supplies. Supervisory staff are responsible for assessing supplies and, if necessary, stock piling needed supplies.
7. The supply chain is also monitored in a pandemic as it is possible that the supplier is initially affected while the laboratory is otherwise operational. Inventory personnel closely monitor supply levels, remain in close contact with suppliers and, if necessary, adjust stock levels.
8. The reporting of results may also be affected if ground transportation is utilized. While many clients can receive results electronically, those clients not using electronic means of communication are notified and electronic reports sent, as appropriate.

9. The phased response outlines below are for guidance and may be changed to meet critical medical needs.
- a. Patient directed testing for transplantation is of utmost importance.
  - b. Other non-critical tests, such as HLA-B\*27 testing or clinical trials that are not test time sensitive may have samples stored for future testing.
  - c. Work is balanced between staffing and supply issues.


Paternity / Engraftment Monitoring / Cell Line Authentication Phased Response

ABSENTEEISM BENCHMARK	Services/ Functions/Test list –	Action Plan for Decreasing Resources – Personnel, Supplies, Reagents, Support Services	Comments
Average Absenteeism Rate	CURRENT	All work completed as scheduled.	
20% Absenteeism	CURRENT	Approve OT to complete work	Discontinue any ongoing training.
40% Absenteeism	Prioritize testing:  <u>Priority 1:</u> Patient Directed Testing  <u>Priority 2:</u> TAT Sensitive  <u>Priority 3:</u> All other testing.	Complete workload according to priority designation.  Approve OT. Cancel / delay PLB.	<u>Priority 1:</u> Engraftment Monitoring  <u>Priority 2:</u> Paternity Cases approaching contractual TAT.
60% Absenteeism	Priority 1 and 2 only are being performed	Approve OT. Cancel / delay PLB.	Perform other tests within the department based upon the available staff and skill set. (ALL HANDS ON DECK.)
Department Closure Plan	Hold or re-route testing.	Notify clients and assist if an alternate accredited testing laboratory is requested.	



HLA / PRA / Other Clinical Tests / Phased Response

ABSENTEEISM BENCHMARK	Services/ Functions/Test list –	Action Plan for Decreasing Resources – Personnel, Supplies, Reagents, Support Services	Comments
Average Absenteeism Rate	CURRENT	All work completed as scheduled.	
20% Absenteeism	CURRENT	Approve OT to complete work	Discontinue any ongoing training.
40% Absenteeism	Prioritize testing: <u>Priority 1:</u> Time Sensitive <u>Priority 2:</u> Patient Directed Testing <u>Priority 3:</u> Clinical Trials and Disease Association Tests.	Complete workload according to priority designation. Approve OT. Cancel / delay PLB.	<u>Priority 1:</u> Time sensitive testing (ImmuKnow) and STATs <u>Priority 2:</u> Patient-directed transplant related testing <u>Priority 3:</u> Clinical Trials and Disease Association Tests
60% Absenteeism	Priority 1 and 2 only are being performed	Approve OT. Cancel / delay PLB. Contact NMDP, GOL to withhold / reduce shipments. Communicate testing capacity changes to Clinical Trial Clients. Guidance from Corporate Clinical Trials will be needed.	Perform tests within the department based upon the available staff and skill set. (ALL HANDS ON DECK.)

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Department Closure Plan	Hold or re-route testing.	Contact clients to discuss referencing testing to an alternative HLA laboratory.	
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Paternity / Customer Service/Immigration Phased Response

ABSENTEEISM BENCHMARK	Services/ Functions/Test list –	Action Plan for Decreasing Resources – Personnel, Supplies, Reagents, Support Services	Comments
Average Absenteeism Rate	CURRENT	All work completed as scheduled.	
20% Absenteeism	CURRENT	Approve OT to complete work	Discontinue any ongoing training.
40% Absenteeism	Prioritize tasks in Scheduling and Inbound CS  <u>Priority 1:</u> Enter TAT Sensitive scheduling request Client result request <u>Priority 2:</u> All other schedules and calls.	Complete workload according to priority designation.  Approve OT. Cancel / delay PLB.	<u>Priority 1:</u> Examine Current Client lists with sales staff  <u>Priority 2:</u> Enter schedules and return calls as received
60% Absenteeism	Priority 1 and 2 only are being performed	Approve OT. Cancel / delay PLB.  Customer Service Management and Account Managers take calls and enter scheduling data	Route calls to the DNA voice mail, encourage clients to email and fax so requests can be reviewed and prioritized



## SECTION 25. TYPE VI DISASTER – LOSS OF A TEST SYSTEM

- A. Multiple technologies / vendors are validated and established for each test system.
- B. In the event that a test system becomes inoperable, the use of the backup technology and / or vendor would be implemented.
- C. Clients would be notified of TAT delays (beyond expected turnaround time) during the transition, if needed.

## SECTION 26. TYPE VII DISASTER – PROTEST ACTIVITY AND CIVIL UNREST

- A. Political, civil and social justice issues may spur such large-scale protest activity and civil unrest. While most protests are entirely lawful, these activities can at times lead to large crowds, civil disobedience or unlawful acts that can pose safety or security concerns for Labcorp employees.
- B. While Labcorp respects free speech and fully supports the rights of citizens to assemble peaceably to protest and voice opinions on contentious issues, Labcorp has procedures in place to protect employees and operations.
- C. In advance of large-scale protests and civil unrest in or near business operations, engage the following key corporate stakeholders:

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Global Security

Employment Counsel

Human Resources Employee Relations

Corporate Communications

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- D. Global Security provides oversight of the security program for the global company to include Labcorp Diagnostics. Additional information is available on OneWorld at Labcorp>Global Security.

■ If protest activity and civil unrest arises without warning, immediately notify the Emergency Operations Center ■

2. Additionally, leaders in the affected region(s) should reach out to their respective Corporate Communications contact(s) to develop an internal communication with guidance for local employees.
3. Activities are to be communicated to and coordinated with other campus facilities, as applicable.

E. Actions Before and During Periods of Large-Scale Protest Activity and Civil Unrest:

1. When possible, the appropriate management team(s) take the following steps in advance of any large-scale protest activity or civil unrest for crisis response and business continuity purposes.
  - a. Divisions and business units must establish crisis teams with authorized decision-makers. The teams must include representation from each major municipality within the division or business unit because protests and civil unrest are typically confined to a single city and must be addressed at the local level.
  - b. DNA Identification Testing Division Crisis Team Members:

Name	Office Extension	Home	Cellular

- c. With Labcorp Global Security and other corporate support, crisis team members, in coordination with other local crisis teams:
  - 1) Monitor local news to recognize situations that might lead to protests and civil unrest and have an established method for following real-time developments from the media, police or government.
  - 2) Establish procedures and methods for immediate communication between the crisis team members and corporate stakeholders.
  - 3) Implement site lockdown plans.



- 4) Establish communication methods with local police, relevant government organizations, property managers, security guard services vendors and neighboring businesses.
  - 5) Coordinate crisis management activities for the site.
2. When widespread protest activity or civil unrest occur, crisis team members implement the following:
- a. Determine which facilities have the potential to be within the affected areas of the protest activity or civil unrest.
  - b. Consider if facilities within the impacted areas should be put in “lockdown,” closed early and/or whether operations at the facilities should be temporarily suspended.
  - c. Communicate with employees to ensure commuting routes do not take them into affected areas and if necessary, recommend alternate routes.
  - d. Identify and provide guidance to employees possibly affected at off-site/remote locations.
  - e. Employees are instructed to contact the police immediately if potentially violent acts are observed in near proximity to their site. In these cases, the employee(s) are to ‘lockdown’ the site and wait for the police response.

## SECTION 27. REFERENCES

- A. Labcorp Core Safety Manual Policies
- B. Centers for Disease Control and Prevention (10/31/01) CDC Interim Recommendations for Protecting Workers from Exposure to *Bacillus Anthracis* in Work Setting Where Mail is Handled or Processed <http://www.bt.cdc.gov/DocumentsApp/HAN51.pdf>
- C. United States Postal Service (10/15/2001) Press Release and subsequent general mailing to all United States USPS customers [www.usps.gov](http://www.usps.gov)
- D. Center for Esoteric Testing and Atlantic Division Pandemic Influenza Action Plan
- E. Labcorp IT Risk Management & Security Policies



## Appendix A: Personnel List

### Invoking the Plan - Initial Notification

Name	Office Extension	Home	Cellular
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

### Recovery Organization

Function	Individual	Work Phone	Home Phone	Cellular Phone
Recovery Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Alternate Recovery Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Emergency Team Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Alternate Emergency Team Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Laboratory Recovery Team Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Laboratory Recovery Team Co-Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Contingency Team Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Alternative Contingency Team Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

## Emergency Team

Function	Individual	Work Phone	Home Phone	Cellular Phone
Emergency Team Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Alternate Emergency Team Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Facilities Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Alternate Facilities Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Specimen Logistics	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Alternate Specimen Logistics	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

## Laboratory Recovery Team

[illegible]



[illegible]

## Contingency Team

Function	Individual	Work Phone	Home Phone	Cellular Phone
Contingency Team Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Alternative Contingency Team Coordinator	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

## Additional Contacts

Function	Individual	Work Phone	Home Phone	Cellular Phone
Labcorp				
Labcorp				
Labcorp				
Labcorp				
Purchasing				
Corporate IT Facilities				
Safety				
ERT				
Products				
CMBP				
CMBP (alternate)				
Warehouse				



Distribution List:

To assure availability of this plan to any person or organizational element which may become involved in its implementation, copies are distributed to the following individuals:

