

ASPR TRACIE Technical Assistance Request

Requestor: [REDACTED]
Requestor Phone: [REDACTED]
Requestor Email:
Request Receipt Date (by ASPR TRACIE): 29 April 2016
Response Date: 5 May 2016
Type of TA Request: Standard

Request:

[REDACTED] asked ASPR TRACIE if we had or knew of examples of how hospitals have set up business continuity programs, where they are housed/ budgeted, and what the relationship is between that and Emergency Preparedness Program.

Response:

The ASPR TRACIE Team conducted a search on hospital (and healthcare) Continuity of Operations (COOP) programs. Section I below provides multiple plans, tools, 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](#), which includes several more resources that may be helpful for this request.

I. Hospital and Healthcare Continuity Plans, Tools, and Templates

California Hospital Association. (n.d.). [Continuity Planning](#). (Accessed 5/2/16.)

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

California Hospital Association. (2012). [Hospital Continuity Planning Toolkit](#).

This toolkit provides examples for hospitals to follow when developing their continuity plans. It is a companion document to the California Hospital Association's Hospital Continuity Program Checklist.

Kansas Department of Health and Environment. (n.d.). [Continuity of Operations Plan Guidance Document](#). (Accessed 5/2/16.)

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.

Snider, J. (n.d.). [Hospital Resilience: Business Continuity Planning for Disasters](#). (Accessed 10/23/2015.) Henry Ford Hospital and Health Network.

This presentation takes individuals through the business continuity planning process for hospitals.

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

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.

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.

Tosh, P., Feldman, H., Christian, M., et al. (2014). [Business and Continuity of Operations: Care of the Critically Ill and Injured During Pandemics and Disasters: CHEST Consensus Statement](#). Chest. 146(4 Suppl):e103S-17S.

The Business and Continuity of Operations Panel of the American College of Chest Physicians developed a series of questions related to supply chain vulnerabilities during disasters that healthcare facilities should be asking as they create their response plans. The authors provide 18 suggestions to mitigate these vulnerabilities focused on medication/ medical supply shortages and continuity of information technology (IT) operations.

Virginia Department of Emergency Management. (2008). [Local Government Continuity of Operations \(COOP\) Basic Plan Template](#).

This manual was developed to provide guidance to local governments for the development and maintenance of Continuity of Operations (COOP) plans. This manual is intended to offer both procedural and operational guidance for the preparation and implementation of a COOP plan. The COOP Worksheets correspond with Virginia's seven phases of the COOP planning process. Completing the worksheets assists in assembling the information necessary to develop the critical elements of a COOP plan.