

EMERGENCY MANAGEMENT AND BUSINESS CONTINUITY PLAN CONTENT SUMMARY

Category	Joint Commission	ASPR HPP Guidance	EOP – BCP Description
Plan Overview			Describes the EM/BCP program.
Incident Command		Orders of successions and delegations of authorities	Addresses plan activation and command center operations.
Safety and Security	Safety & Security		Addresses the role of the Safety and Security Officer.
Crisis Management	Communications	Continuity communications plan	Addresses Crisis Communications procedures and the role of the Public Information Officer.
Operations	Patient Clinical & Support Activities	<p>A means to recognize and understand healthcare organizations shelter-in-place operations and alternate care site operations plans</p> <p>Location of continuity facilities</p>	Addresses Medical Care & Public Health Emergencies, Hazmat and Evacuation Procedures. It also includes business continuity plans that include Alternate Care Site procedures for relocation and continuity of critical clinical functions.
	Patient Clinical & Support Activities	<p>Reduced/altered operations for in-facility movement of service (devolution plan)</p> <p>Plan for management of vital services</p>	<p>Addresses Departmental Plans including emergency operations and business continuity procedures for Inpatient Units and Clinical Support Services such as Pharmacy and Clinical Labs.</p> <ul style="list-style-type: none"> • Integration with HICS, the Business Continuity Branch and the IT Disaster Recovery Plan. • Hospital Continuity Assessment Form • Criteria and steps for closing and relocating a dept/unit • Resumption of operations of critical clinical functions • Downtime procedures for an extended IT outage

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Logistics	Utilities Management Communications Resources and Assets Staff Responsibilities	Guidance to assist healthcare organizations with the process for resupply for the transition from COOP to normal operations Continuity staffing plan (Human capital)	Addresses Infrastructure, Support Branch and Services Branch activities including Communications, Personnel Pool, Supply Chain Management and Family Care.
Planning			Addresses the role of the Planning Chief in the command center during an activation. Includes templates for Incident Action Plans and associated job action sheets.
Finance		Guidance to assist healthcare organizations with the process for reimbursement, reconstitution, or resupply for the transition from COOP to normal operations	Addresses the role of the Finance Chief in the command center during an activation. Includes details on Insurance, Local, State and FEMA reporting and/or reimbursement (e.g. forms for claims). Additionally the finance department template includes the following: <ul style="list-style-type: none"> • Continuity Assessment Form • Resumption of operations of critical business functions • Downtime procedures for an extended IT outage
Recovery & Resumption		Identification of healthcare organizations healthcare recovery needs to move from COOP to normal operations	Provides overarching strategic guidance for recovery and resumption of hospital operations in a large-scale event that augments the departmental business continuity and recovery strategies.
Appendices	96 Hour Requirement		Hazard Specific Response, 96 hour grid and MOUs