**Creating a framework**

1. Review the ***“EOP – BCP Plan Content”*** document on the following page
2. Cross out any elements that you don’t think belong in your integrated plan
3. Circle elements that currently exist and you wish to preserve
4. Put an “\*” asterisk next to items you want to add
5. Write in any additional elements you want to add

# 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 | A means to recognize and understand healthcare organizations shelter-in-place operations and alternate care site operations plansLocation of continuity facilities | 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 | Reduced/altered operations for in-facility movement of service (devolution plan)Plan for management of vital services | Addresses Departmental Plans including emergency operations and business continuity procedures for Inpatient Units and Clinical Support Services such as Pharmacy and Clinical Labs. * Integration with HICS, the Business Continuity Branch and the IT Disaster Recovery Plan.
* 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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