# EMERGENCY MANAGEMENT AND BUSINESS CONTINUITY PLAN CONTENT SUMMARY

| **Category** | **Joint Commission**  | **ASPR HPP Guidance** | **EOP – BCP Description** |
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| 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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| Logistics | Utilities Management CommunicationsResources and AssetsStaff Responsibilities | Guidance to assist healthcare organizations with the process for resupply for the transition from COOP to normal operationsContinuity staffing plan (Human capital) | Addresses Infrastructure (this can also be under Operations), 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 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 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:* Continuity Assessment Form
* Resumption of operations of critical business functions
* Downtime procedures for an extended IT outage
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| 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 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 |