

CENTRAL NEW YORK
HEALTH EMERGENCY PREPAREDNESS COALITION
CONTINUITY OF OPERATIONS WORK GROUP

CONTINUITY PLANNING RESOURCES
FOR HOSPITALS & HEALTHCARE ORGANIZATIONS

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- Ensures the ability to sustain essential functions relating to provision of health care, and facility and business operations for an extended period.
- Consists of complex, time intensive and multi-disciplinary planning activities which require executive support and participation of administrative and departmental leaders.

- 2013-14 NYSDOH survey to assess hospital planning efforts.
- 2014-15 IHA held focus group sessions to review survey results; Recommended development of strategic planning courses, and assembling a WG to address planning needs.
- 2015-16 COOP Training Phase 1: Applying continuity planning principles in the health care setting; COOP WG established.
- 2016-17 COOP Training Phase 2: Plan development including mission essential functions and performing business impact analysis.

COOP WORK GROUP

PURPOSE

COOP WG established in 2015 to address IHA's findings and recommendations from assessment survey and focus groups:

Gaps

- Familiarity with FEMA model and applicability to healthcare;
- Knowledge, time and resources necessary to complete COOP;
- Support of hospital leadership for COOP planning.

Recommendations

- Identify/develop tools and models for healthcare COOP planning;
- Provide training to build competencies;
- Provide information on value of COOP to communicate to leadership.

COOP WORK GROUP

RESOURCES DEVELOPED

- 2015-16 Identified planning models, tools and resources for healthcare;
- 2016-17 **Job Action Sheet** - Planning checklist and guidance to understand and implement key elements of COOP (*Currently being updated*);
- Executive Briefing Presentation** - To convey value of COOP, importance of executive support and organizational buy-in.
- 2017-18 **Leadership and Department Head Presentations** - To educate on fundamental aspects of COOP, roles and responsibilities.
- Analysis of CMS EP Requirements** - To understand and assess COOP compliance;
- Business Impact Analysis Workshop** - Presented at CNYRO HEPC

2018-19 **Continuity Plan Template** - Includes recommended content and instructional guidance for hospitals and health care organizations to develop or improve a continuity plan.

Conducting a Business Impact Analysis - Departmental instructional guidance.

Work Group Objectives

- Update Job Action Sheet to assist in COOP planning
- Update COOP plan template and guidance based on lessons learned
- Update BIA departmental guidance based on lessons learned

Expected Outcomes for Organizations

- Develop/adopt plans, policies and procedures
- Develop, adopt, test and revise COOP plan
- Provide instruction and conduct BIA; Prioritize Essential Functions; Establish Recovery Time Objectives

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