

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

CONTINUITY PLANNING RESOURCES  
FOR HOSPITALS & HEALTHCARE ORGANIZATIONS

Andrew Jewett, Iroquois Healthcare Association  
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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

Andrew T. Jewett, Director  
Hospital Preparedness Program  
Iroquois Healthcare Association  
Tel: (315) 410-6470 Email: [ajewett@iroquois.org](mailto:ajewett@iroquois.org)  
Website: [www.iroquois.org/emergency-preparedness](http://www.iroquois.org/emergency-preparedness)