**BUSINESS RECOVERY AND MANAGEMENT PLAN**

For

***Preparation / Restoration of Services***

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

User Directions.

This preppatory guide is an augmentation and abbreviated form for the facility CEMP. Hopefully this will be an aid to plan, survive and restore services to any Ambulatory Surgical Facility after any severe weather occurrence, or any time when utility outages are experienced or where the facility may have to close for any length of time. This also includes a preplanning recovery guide for minor flooding.

These checklists and recall sheets are not designed to replace the CEMP but rather to augment it and provide“real time” functional response checklists to use as a resource and ready reference for use to address a variety of emergency situations.

Keep this summary handy, the preparation and review of these procedures is an actual review of the facility CEMP and should be documented accordingly.

The individual lists and checklists may not be applicable for every facility but are provided to be a representative sampling of need action items.

1. CRITICAL NOTIFICATION NUMBERS

These lists of numbers are the most important numbers that you may need in an emergency or weather emergency. This handy reference will be useful whether you are at the center, at home or traveling whenever a disaster occurs.

1. KEY PROVIDERS / PHYSICIAN RECALL NUMBERS

In order to maintain a patient volume of any kind it is necessary to know what the physicians and surgeons may be doing. If a decision is made to CLOSE or stay open your primary providers should have firsthand knowledge of the ASC intentions and would certainly appreciate and information calls. All of these providers must also be available in order for you to remain open and / or open your doors for business after closing so without them the decision to open may not be entirely dependent upon the status of the surgery center physical plant and physician / staff availability.

1. STAFF RECALL LIST

Having an effective recall list for the staff is very important. In order to make the recall more effective recall sit coordinators are assigned breaking the list down into several segments so no one person is tasked with an overwhelming responsibility to call back all staff.

1. SEVERE WEATHER PREPARATION GUIDE

Prior to receipt of any notices for severe weather, following the predatory guidelines in this checklist may save considerable potential for damages caused by no or inadequate preparations. Preplanning prevents surprises and last minute sometimes less effective preparation.

1. PRE-STORM PREPARATION GUIDE

Once the weather notification is received following the emergency guidelines is important and having a checklist to make sure all things were assigned and accomplished provides a piece of mind knowing you are prepared for the upcoming weather event.

1. FACILITY SHUT DOWN CHECKLIST – Includes separate checklists for shut down of utilities.

Sometimes it is necessary to shut down the facility completely. Whenever this occurs or happens having a reference checklist is important to make certain all tasks are accomplished and the facility is properly secured when all staff depart.

1. RESTORATION OF SERVICES CHECKLIST – Includes start-up checklists for utilities.

The reoccupancy is the reverse of a hard shut down and the physical plant and systems need to be all checked to be certain services and systems all function before resuming a surgery schedule.

1. FACILITY REOCCUPY and STARTUP CHECKLIST

Along with assuring the physical plant is fully functional many other services need to t\be in place in order to make certain the entire facility is ready and prepared to see patients. All services need to be assessed and addressed in order to make certain that the ASC is ready to resume patient services.

1. FLOODING – RECOVERY CHECKLIST FOR MINOR FLOODING

This refers to primarily category 1 or category 2 water flooding from utility failure or device failure and rain water intrusion. This may not be applicable for estuary localized flooding where actual water enters the building from community wide flooding incidents.