



# Healthcare Disruption Preparedness Checklist



Disruption Event: \_\_\_\_\_ Date: \_\_\_\_\_

Disruption Period Length (Hours/Days/Weeks): \_\_\_\_\_



Note: The selection of No requires mitigation narrative (see mitigation & recovery plan).

YES / NO	Categories	Continuity of Care
<input type="checkbox"/> <input type="checkbox"/>	In-Patient	Sustainable Care Plans throughout the disruption period based on unit Acuity <ul style="list-style-type: none"> <li>✓ ICU</li> <li>✓ CTICU</li> <li>✓ Medical/Surgical</li> <li>✓ Maternity (Mother/Baby)</li> <li>✓ In-Patient Rehabilitation</li> <li>✓ Psychiatric (CPEP)</li> <li>✓ Telemetry</li> <li>✓ Step-Down units</li> <li>✓ Surgery</li> </ul>
<input type="checkbox"/> <input type="checkbox"/>	Out-Patient	Appointments rescheduled or canceled (patients notified)
<input type="checkbox"/> <input type="checkbox"/>	Out-Patient (Dialysis)	Patients rescheduled (if clinically feasible), or alternate dialysis care site identified
<input type="checkbox"/> <input type="checkbox"/>	Out-Patient (At Home Care)	Patients' home visits rescheduled (if clinically feasible), or care provided given logistical risks have been mitigated.
<input type="checkbox"/> <input type="checkbox"/>	Out-Patient (Surgery)	Procedures cancelled or rescheduled (patients contacted)
<input type="checkbox"/> <input type="checkbox"/>	Out-Patient (Wound Care)	Patients rescheduled (if clinically feasible), or alternate wound care site identified
<input type="checkbox"/> <input type="checkbox"/>	Emergency Department	24-hour operational capacity sustainable throughout the disruption period (diversion procedures & triggers defined).
<input type="checkbox"/> <input type="checkbox"/>	Trauma / Emergency Surgery	Sustainable capability throughout the disruption period (on-call/on-site minimums)

YES / NO	Categories	Continuity of Care
<input type="checkbox"/> <input type="checkbox"/>	Patient Meals	Sustainable patient meals & potable water on hand (without resupply) during period of disruption
<input type="checkbox"/> <input type="checkbox"/>	Laboratory Testing	Operational capability during the period of disruption
<input type="checkbox"/> <input type="checkbox"/>	Diagnostics / Imaging	Operational capability during the period of disruption
<input type="checkbox"/> <input type="checkbox"/>	Equipment Maintenance	Routine maintenance completed before period of disruption <ul style="list-style-type: none"> <li>- Imaging (CT, MRI, X-Ray, Ultrasound, etc.)</li> <li>- Bio-medical Equipment</li> <li>- Autonomous Robots</li> </ul>
<input type="checkbox"/> <input type="checkbox"/>	Telehealth Operations	Operational during disruption (patients notified, in-person appointments moved)
<input type="checkbox"/> <input type="checkbox"/>	Patient Transfers	Critical Patient Transfers completed before disruption period (in & out)

YES / NO	Categories	Continuity of Manpower
<input type="checkbox"/> <input type="checkbox"/>	Staffing Level	Sustainable Staffing levels throughout the period of disruption
<input type="checkbox"/> <input type="checkbox"/>	Staff housing / Accommodation	Sleeping accommodations created internally or via third party during travel disruption
<input type="checkbox"/> <input type="checkbox"/>	Physician Staff Privileges	Physician Privileges current (not expiring) during period of disruption
<input type="checkbox"/> <input type="checkbox"/>	Nursing Staff Privileges	Nursing Staff Privileges & Certifications current (not expiring) during period of disruption
<input type="checkbox"/> <input type="checkbox"/>	All other Certification	All Staff Credentials/Certifications current (not expiring) during period of disruption
<input type="checkbox"/> <input type="checkbox"/>	Talent Acquisition	All in-person interviews rescheduled or canceled during period of disruption

YES / NO	Categories	Continuity of Infrastructure
<input type="checkbox"/> <input type="checkbox"/>	Supply Chain	Adequate on-hand supplies that will not expire during the disruption period (without resupply)
<input type="checkbox"/> <input type="checkbox"/>	Supply Chain	Deliveries cancelled, rescheduled, or received at alternate delivery location.
<input type="checkbox"/> <input type="checkbox"/>	Supply Chain	Essential Support Deliveries unimpeded <ul style="list-style-type: none"> <li>- Oxygen (LOX or Gaseous)</li> <li>- Fuel Oil</li> <li>- Vaccines (if applicable)</li> <li>- Vital Pharmaceuticals</li> </ul>
<input type="checkbox"/> <input type="checkbox"/>	Facility Access	Access Control Systems & Patient Emergency Care access unimpeded
<input type="checkbox"/> <input type="checkbox"/>	Information Technology	Vital Care Support Programs and Record Keeping systems operational during disruption

YES / NO	Categories	Continuity of Infrastructure
<input type="checkbox"/> <input checked="" type="checkbox"/>	Information Technology	System upgrades, routine maintenance, or patches completed before or directly after disruption period. <ul style="list-style-type: none"> <li>- Computer Programs</li> <li>- Telecommunication Systems</li> <li>- Care Equipment Software</li> </ul>
<input type="checkbox"/> <input checked="" type="checkbox"/>	Engineering Systems	Operational during period of disruption period
<input type="checkbox"/> <input checked="" type="checkbox"/>	Engineering Systems	Routine Maintenance halted or completed before disruption period
<input type="checkbox"/> <input checked="" type="checkbox"/>	Command & Control	Command Center Activated during period of disruption
<input type="checkbox"/> <input checked="" type="checkbox"/>	Notifications Systems	Operational with pre-approved messaging and updates to be sent to staff for situational awareness
<input type="checkbox"/> <input checked="" type="checkbox"/>	Environmental Services	Contingency Waste Management Procedures established <ul style="list-style-type: none"> <li>- Delayed Garbage/Recycling Pick up</li> <li>- Hazardous Materials Collection/Storage</li> </ul>
<input type="checkbox"/> <input checked="" type="checkbox"/>	Data Storage Back-up	Data Storage and information systems backed-up before disruption period

YES / NO	Categories	Continuity of Financial Operations
<input type="checkbox"/> <input checked="" type="checkbox"/>	Record Keeping	Financial Expenditures tracked during the period of disruptions (emergency declaration purposes)
<input type="checkbox"/> <input checked="" type="checkbox"/>	Pay Systems	Employee Payment Systems and Time Tracking operational during disruption. Routine maintenance rescheduled or halted.
<input type="checkbox"/> <input checked="" type="checkbox"/>	Accounts Receivable	Operational during period of disruption
<input type="checkbox"/> <input checked="" type="checkbox"/>	Accounts Payable	Operational during period of disruption
<input type="checkbox"/> <input checked="" type="checkbox"/>	Financial Audit Activity	Rescheduled or cancelled during period of disruption
<input type="checkbox"/> <input checked="" type="checkbox"/>	Insurance Processing	Insurance Claims Processing unimpeded

## **Mitigation and Recovery Plan**

Vulnerability (category)	Mitigation Strategy	Return to Operation (Time)