**POLICY & PROCEDURES**

***Defining the Overall Approach toward Meeting a Requirement***

### **Emergency Mode Operation Plan §164.308(a)(7)(ii)(C)**

### **Effective Date:** <Month Day, Year>

### **Policy Number:** <If applicable> **Rev.** 0

**Policy:** We must have a formal, documented emergency mode operation plan for protecting our information systems containing ePHI during and immediately after a crisis situation. Our workforce members must receive training and awareness on our emergency mode operation plan.

**Procedures:** The Emergency Mode Operation Plan establishes procedures that will enable us to continue critical business processes for the security of our ePHI while operating in emergency mode. In the event of an emergency, our Security Official will advise workforce members on implementing manual operating procedures to continue normal business functions.

**Details:** The emergency mode operation plan procedures include but are not limited to:

* In the event of an emergency, the Security Official along with authorized personnel (i.e. Contingency Team) are responsible for protecting the security of information systems containing ePHI during and immediately after a crisis.
* The Contingency Team will determine the extent of the emergency in collaboration with any applicable IT vendor(s) and collectively decide if a facility shutdown is necessary.
* Workforce members may be asked to temporarily implement manual operating procedures to continue normal business functions, if necessary.
* The Contingency Team will determine when information systems are ready to resume daily business operations. The Security Official will notify workforce members when the emergency has ended.
* Once the emergency has ended, workforce members will enter any data generated during manual operating procedures into the appropriate ePHI information system.
* Appropriate workforce members will be trained in the emergency mode manual operating procedures.
* Documentation (e.g. manual operating procedures, policies and procedures) of the practices in place will be retained as evidence of compliance.

**Location of supporting documentation:** If so, identify the document and location it is stored here.

## REVISION HISTORY

| Revision | Date | Initiator | Nature of Change |
| --- | --- | --- | --- |
| 0 |  |  | Initial draft |
| 1 |  |  |  |