



Resource Summary Document

August 2024

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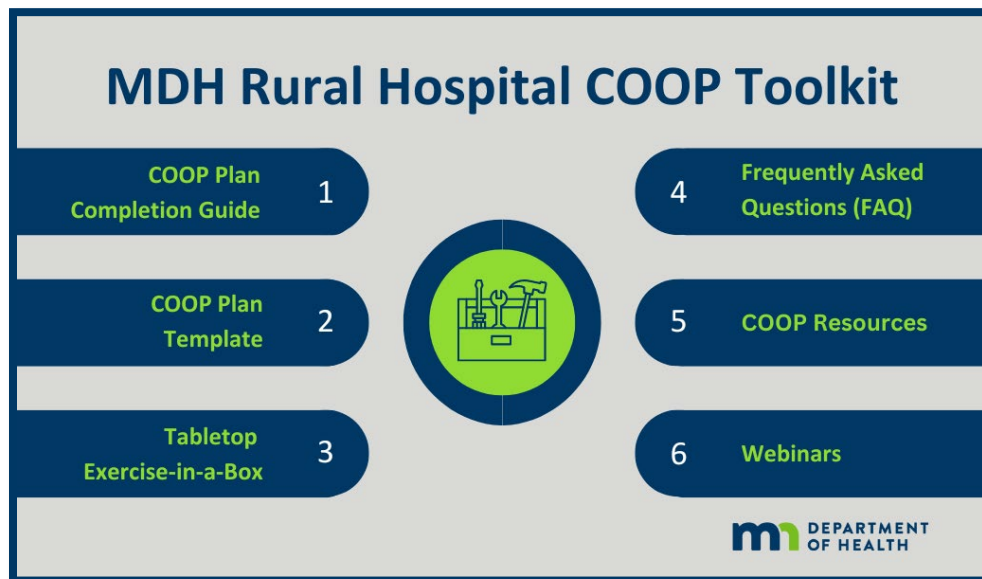
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Introduction

This Continuity Planning Toolkit for Rural Health Care Completion Guide is intended to inform the development of a health care facility Continuity of Operations (COOP) Plan. Upon completion of this guide a facility or individual department can expect to have a draft COOP plan. For those with an established COOP Plan, this guide may be used as a planning and recommendation checklist for use during your review and revision process.

The intended audience for this document is small, rural health care facilities with limited staff available to support continuity planning. However, any health care facility would likely benefit from the Continuity Planning Toolkit for Rural Health care.

The final Toolkit can be found at the Minnesota Department of Health [Health Care Business Continuity and Recovery](https://www.health.state.mn.us/communities/ep/coalitions/coop/index.html) website (<https://www.health.state.mn.us/communities/ep/coalitions/coop/index.html>) or by contacting the Regional Health Care Preparedness Coordinator(s) (RHPC). A current list of RHPCs can be found at the Minnesota Department of Health [Regional Health Care Preparedness Coordinators \(RHPCs\)](https://www.health.state.mn.us/communities/ep/coalitions/rhpc.html) website (<https://www.health.state.mn.us/communities/ep/coalitions/rhpc.html>).



Suggested Reading Order

The following resources are organized in a suggested reading order beginning. We recommend beginning with the regulatory requirements and industry standards to have a baseline understanding of why COOP planning is necessary for your organization.

Our next, and most important recommendation is to complete the Federal Emergency Management Agency (FEMA) IS-1300: Introduction to Continuity of Operations course to ensure a comprehensive understanding of COOP planning and program development.

The remaining resources are intended to provide the most current COOP planning resources to supplement and/or inform your COOP planning process.

Resource Summary

Regulatory and Industry Standards

The Joint Commission (TJC) Emergency Management (EM) 13.01.01.

(<https://www.jointcommission.org/standards/standard-faqs/critical-access-hospital/emergency-management-em/000002416/>)

This is the accreditation standard for hospital's regarding continuity planning requirements, as a part of the overall emergency management section. While TJC is more detailed and specific than the Centers for Medicare and Medicaid Services (CMS), both standards contain the embedded themes of resiliency and continuity throughout.

CMS

- Critical Access Hospitals (CAHs) Emergency Preparedness Code of Federal Regulations 485.625 (<https://www.ecfr.gov/current/title-42/section-485.625>)
- Hospital Emergency Preparedness Code of Federal Regulations 482.15 (<https://www.ecfr.gov/current/title-42/section-482.15>)
- Long Term Care Emergency Preparedness Code of Federal Regulations 483.73 (<https://www.federalregister.gov/d/2016-21404/p-151>)

These CMS requirements are housed within the emergency preparedness (EP) portions of the conditions of participation (COP) for health care entities. While not as specific or prescriptive as other portions of the COP, there is a clear theme and focus on organizational resiliency and ensuring continuity of care.

Best Practices

FEMA IS-1300: Introduction to Continuity of Operations Course

(<https://www.fema.gov/emergency-managers/national-preparedness/continuity/training/course-descriptions#:~:text=IS%2D1300%3A%20Introduction%20to%20Continuity,This%20course%20replaces%20IS%2D546>)

This FEMA course provides the foundational knowledge for COOP planning and defines the strategic approach to developing a continuity program for an organization or jurisdiction. While this course has an emphasis on continuity of government, the information and principles translate to health care continuity planning and is highly recommended to take prior to any COOP planning.

FEMA Continuity Resource Toolkit (<https://www.fema.gov/emergency-managers/national-preparedness/continuity>)

This FEMA Continuity Resource Toolkit captures all planning resources necessary for completing a COOP Plan. While the focus is for federal entities, the information can easily be translated to a health care setting. Reconstitution and Devolution planning templates are available here, along with many other COOP planning resources.

FEMA Guide to Continuity Program Management

(https://www.fema.gov/sites/default/files/2020-10/fema_national-continuity-programs_guide-continuity-program-management.pdf)

While not health care specific, this guide published in 2020 is particularly useful for COOP/preparedness program owners.

U.S. Department of Health and Human Services (DHHS) – Administration for Strategic Preparedness and Response (ASPR) Hospital Preparedness Program (HPP) Health Care COOP & Recovery Planning Guidance

(<https://www.phe.gov/Preparedness/planning/hpp/reports/Documents/hc-coop2-recovery.pdf>)

Although published in 2015, this document still contains useful health care-specific information and guidance in alignment with both FEMA and the DHHS' public health and health care preparedness capabilities. It also addresses the role of health care coalitions in the context of COOP.

See the COOP/Business Continuity Planning (BCP) topic collection

(<https://asprtracie.hhs.gov/technical-resources/17/continuity-of-operations-coop-business-continuity-planning/110>) on ASPR - Technical Resources, Assistance Center, and Information Exchange (TRACIE).

Disaster Recovery Institute (DRI)

The Professional Practices for Business Continuity Management

(<https://drii.org/resources/professionalpractices/EN>)

The International Glossary for Resilience (<https://drii.org/resources/viewglossary>)

These resources reflect some of the most current thinking on private sector COOP and business continuity practices. While not health care specific, they provide resources and guidance for those looking to advance their program to even higher levels.

International Organization for Standardization (ISO)

International Standard for Business Continuity Management Systems (BCMS)
(<https://www.iso.org/standard/75106.html>)

Guidance and Recommendations for Applying BCMS
(<https://www.iso.org/standard/75107.html>)

From ISO: “...Provides a framework for organizations to plan, establish, implement, operate, monitor, review, maintain, and continually improve a documented management system to protect against, reduce the likelihood of, and ensure recovery from disruptive incidents.”

California Hospital Association Hospital Continuity Resources Toolkit

(<https://www.calhospitalprepare.org/continuity>)

California Hospital Association Continuity Program Checklist

(https://www.calhospitalprepare.org/sites/main/files/file-attachments/hcp_checklist_0.doc)

Hospital Continuity Resources toolkit, including numerous tools, templates and guidance on business continuity planning.

Kansas Department of Health and Environment Division of Public Health COOP Plan Templates

(<https://www.kdhe.ks.gov/2136/Continuity-of-Operations-Plan-Templates>)

Numerous templates and resources for hospitals and public health entities.

Templates

Continuity Plan Template and Instructions for Non-Federal Entities and Community-Based Organizations

(<https://www.fema.gov/emergency-managers/national-preparedness/continuity/templates>)

This FEMA Continuity Plan Template is intended for use by non-federal entities and provides planning considerations for each section of a COOP Plan. If you are writing a new COOP Plan and/or revising an existing COOP Plan, this is a great template to check your work against and find more detailed explanations of the different planning sections.

NIST Cyber Security Framework for Risk Management

(<https://www.nist.gov/itl/smallbusinesscyber/nist-cybersecurity-framework-0>)

This tool provides organizations having a modest or no cybersecurity plan with a framework for a cybersecurity risk management strategy.