

Polk County Wisconsin
ADMINISTRATIVE SAFEGUARDS
Contingency Plan
Emergency Mode Operation Plan Policy and Procedures
45 CFR §164.308 (a)(7)(ii)(C)
Required

Policy 602.H

Effective Date: October 12, 2004 Revised Date:

Policy

- A. Polk County Government will establish, and implement as needed, procedures to enable continuation of critical business processes for protection of the security of electronic protected health information (EPHI) while operating in the emergency mode.
- B. The Information Technology Department will be responsible for establishing, and implementing as needed, procedures to enable continued protection of EPHI while operating in the emergency mode.

Procedures

- A. The Information Technology Department will be responsible for development and implementation of an emergency mode operations plan that may be implemented when an incident occurs that may potentially disable or has disabled, partially or completely, the health information systems controlling EPHI.
- B. The Information Technology Department, in coordination with the Privacy Officer and HIPAA Committee members, will develop a team response to an emergency including designation of all emergency mode tasks and the individuals responsible for each designated task.
- C. In the case of an emergency affecting EPHI, the Information Technology Department will be notified immediately. The Information Technology Department will then notify the emergency mode response team to initiate appropriate responses.
- D. The Information Technology Department will make a timely assessment resulting in a determination of whether on-site operations may be restored or whether alternate site operations are required.

- E. The Information Technology Department will:
 - 1. Determine the type, extent and impact of the disaster.
 - 2. Initiate the emergency mode operations plan.
 - 3. Notify vendors of disaster occurrence, as necessary.
 - 4. Begin operations at determined site (on-site or at alternative site).
 - 5. Attempt to bring all computer systems back to operational level.
 - 6. Ensure that periodic backup is being done.
 - 7. Continue attempts for restoration of regular services.

- F. The Information Technology Department, in coordination with the Privacy Officer and HIPAA Committee members, will be responsible for all workforce training necessary for emergency mode operations.

- G. The Information Technology Department, in coordination with the Privacy Officer, will be responsible for documentation of all emergency mode operations and retention of all relevant documents for a minimum of six years from the date of creation.