

Emergency Mode Operation Plan

1. Introduction

- a. Clark County has adopted this Emergency Mode Operation Plan to comply with the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), the Department of Health and Human Services (“DHHS”) security and privacy regulations, and the Joint Commissions on Accreditation of Healthcare Organizations (“JCAHO”) accreditation standards, as well as our duty to protect the confidentiality and integrity of confidential medical information as required by law, professional ethics, and accreditation requirements.
- b. All personnel of Clark County must comply with this policy. Familiarity with the personnel security policy and demonstrated competence in the requirements of the policy are an important part of every employee’s responsibilities.

2. Policy

- a. Clark County may invoke this Emergency Mode Operations Plan when an incident occurs that has disabled or will disable, partially or completely, the central computing facilities of Clark County, the health information system, and/or the communications network or when an incident has substantially impaired the use of health information computers and networks.
- b. When such incidents occur, Clark County will invoke this plan when the incident requires use of an alternate site or when the damage is such that operations can be restored but only in a degraded mode at the normal site in a reasonable time. This Emergency Mode Operations Plan supplements the Clark County’s overall Disaster Plan and governs health information assets.
- c. Clark County’s executive as well as the Emergency Management department will determine whether this plan will be activated and terminated.
- d. In the case of such an emergency, the individual detecting the emergency will immediately report the emergency to the IT department or the Emergency Management department who will immediately notify the members of the emergency continuity operations team.
 - i. The team leader will assign members to specific tasks as appropriate to operate during the emergency.
- e. The emergency continuity operations team will take the following steps:
 - i. Determine the extent and seriousness of the disaster, and notify Clark County’s administration thereof.
 - ii. Invoke this Plan and the Disaster Recovery Plan upon approval of Clark County’s administration.
 - iii. Determine whether additional equipment and supplies are needed.
 - iv. Notify vendors or service representatives if there is need for immediate delivery of components to bring the computer systems to an operational level even in a degraded mode.

- v. If necessary, check with other vendors to see whether they can provide faster delivery.
- vi. Rush order any supplies and equipment necessary.
- vii. Coordinate moving equipment and support personnel to the alternate site.
- viii. Bring recovery materials from offsite storage to the alternate site.
- ix. As soon as hardware is up to specifications to run the operating system, load software and run necessary tests.
 - x. Determine priorities of software that must be available and load those packages in order.
 - xi. Prepare backup materials and return them to the offsite storage area.
 - xii. Set up operations at the alternate site.
- xiii. Coordinate activities to ensure that the most critical tasks, such as immediate patient care, are being supported as needed.
- xiv. Ensure that periodic backup procedures are followed.
 - xv. Plan to phase in all critical support.
- xvi. Keep administration, medical staff, information personnel, and others informed of the status of the emergency mode operations.
- xvii. Implement relevant portions of the Clark County's Disaster Plan.
- xviii. Coordinate with administration and others for continuing support and ultimate restoration of normal operations.
- xix. Select and maintain an alternate site to perform Clark County's data processing functions if a disaster seriously disrupts such functions.
 - xx. Ensure compatibility between hardware and software of the primary and backup sites.
 - xxi. Provide backup power and communications in the event of an emergency.
- xxii. Ensure adequate medical record keeping during emergencies.
- xxiii. Provide medical departments the necessary tools to record medical data on paper during computer outages.
- xxiv. Ensure that documentation on paper is entered into the system after it has been restored to operations.