

Health Information Disaster Plan

1. Introduction

- a. Clark County has adopted this Health Information Disaster Plan to comply with the Department of Health and Human Services (“DHHS”) security and privacy regulations, federal law requiring contingency plans to respond to emergencies, and the Joint Commission 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 other law, professional ethics, and accreditation requirements. This Health Information Disaster Plan supplements the Clark County’s overall Disaster Plan.
- b. All personnel of Clark County must be familiar with the contents of this plan and follow its guidance, as appropriate, in a disaster. Familiarity with the plan and demonstrated competence in the requirements of the plan are an important part of every employee’s responsibilities.

2. Preventive Measures

- a. The IT department must ensure the following preventive measures are taken:
 - i. Back up computerized files on a daily basis.
 - ii. Store all backup media tape in designated location.
 - iii. Maintain and replace backup tapes according to manufacturer’s guidelines.
 - iv. Test integrity of backup system on a routine basis.
 - v. Store media properly.
 - vi. Protect by uninterruptible power supplies all servers and other critical equipment from damage in the event of an electrical outage.
 - vii. Locate file servers and other critical hardware in rooms that are protected which limit damage to the immediate area of the fire. In the event of a catastrophic fire, backup data must be installed on other/replacement hardware.
 - viii. In the event of a fire or flood, turn off and unplug electrical equipment when contact with water is imminent.
 - ix. In the event of a fire or flood, seal room(s) to contain fire or water and/or use strategies to protect information and equipment from fire or from water falling from above as appropriate.
 - x. Receive training in disaster preparation and recovery and know responsibilities in the event of a disaster.
 - xi. Ensure that major hardware is covered under Clark County’s property and casualty insurance policy.
 - xii. Ensure that uninterruptible power supply, fire protection, and other disaster prevention systems are functioning properly, periodically check these systems, and train employees in their use.

3. **High-Priority Tasks during Emergency Containment Measures**

- a. In case of an emergency, all personnel should:
 - i. Remain calm.
 - ii. Give the alarm. That is, pull the fire alarm or call 911.
 - iii. Evacuate if necessary. If personnel are injured, ensure their evacuation and call emergency assistance as necessary.
 - iv. If safe, close all doors as you leave.
 - v. Obtain portable phone(s) to communicate.
 - vi. Notify concerned fire, police, security, administration, and others as necessary.
 - vii. Notify other departments of situation and emergency protocols.
 - viii. If computers have not automatically powered down, initiate procedures to orderly shut down systems, when possible.
 - ix. If a fire or flood occurs, disconnect power if possible.
 - x. Move records/equipment/storage media away from area being flooded. Organize health information logically and label clearly for continued access.
 - xi. Arrange for transportation of paper records to reconstruction company.
 - xii. Respond to requests for records via portable phone rather than computer.
 - xiii. Continue to provide patient charts as requested by units.

4. **High-Priority Disaster Recovery Tasks**

- a. All personnel should:
 - i. Prevent personnel from entering the area until officials or building inspectors have determined that the area is safe to reenter.
 - ii. Not permit unauthorized personnel to enter the affected area.
 - iii. Determine the extent of the damage and whether additional equipment/supplies are needed.
 - iv. Determine how long it will be before service can be restored and notify departments.
 - v. Replace hardware as necessary to restore service.
 - vi. Work with vendors as necessary to ensure that support is given to restore service.
 - vii. Notify insurance carriers.
 - viii. Retrieve and upload backup files if necessary to restore service.
 - ix. Remove water-damaged paper records by the wettest first. Freeze wet items to stabilize.
 - x. Wrap paper records to prevent them from sticking together. Label the wrapped records.
 - xi. Reconstruct/reacquire documents from the following:
 1. Dictation system.
 2. Word processing system.
 3. Computer system.
 4. Holders of document copies.
 - xii. Move records and equipment back to home location.
 - xiii. Catch up on filing.

- xiv. Ensure that backup procedures are followed.
- xv. Document data that cannot be recovered in patient record.
- xvi. Meet with other personnel to identify opportunities for improvement.