

Healthcare Facility Emergency Planning SOP Checklist

1. Define the nature of the crisis

- Pandemic
- Force majeure
 - Severe weather
 - Earthquake
 - Flood
 - Fire
- Terrorism / social disturbances
- Contamination
- Radiation exposure

2. Primary issues to address

- Staff and patient safety
 - Emergency room
 - Parking facility
 - Pharmacy / narcotics storage
 - Maternity ward
- Data / network cybersecurity
 - On-site servers and IoT devices
 - Off-site 3rd party storage
 - Cloud
 - Remote personnel devices used for business applications
 - Company owned
 - Personal devices
- Facility security
 - Data protection

- Physical security
 - Access control / ID authentication
 - Biometrics / touchless solutions
 - Alarm, fire and safety
 - Video surveillance
 - Thermal detection
 - Analytics
 - Security personnel

- Facility operations
 - Accessibility limitations
 - Emergency room
 - Visitor entrances
 - Staff entrances
 - Parking facilities
 - Loading docks
 - Occupancy restrictions
 - Health / temperature screening
 - Facilities systems
 - Cleanliness / sanitization procedures
 - Social distancing – personal and common areas
 - Food services and facilities (restroom) restrictions
 - Facilities operations / support personnel

- Liabilities
- HIPPA compliance
- Local / regional compliance
- Response