Environmental Emergency Contingency Planning Checklist

	Yes	No
Communication		
Has your practice identified primary and secondary methods for communicating with staff and patients during an environmental emergency (e.g., phone, email, text, website, social media, etc.)?	☐	☐
Does your communication plan takes into account potential loss of critical services, such as Internet or phone service?	☐	☐
Are staff members aware of who is responsible for internal and external communication and what steps they will take?	☐	☐
Does your practice post and maintain:	☐	☐
• An up-to-date staff contact list with home, mobile, and emergency contact information for all personnel?	☐	☐
• A current list of local and regional emergency contacts (e.g., local fire department, hospital, and emergency management agency)?	☐	☐
Are contact lists maintained onsite and offsite?	☐	☐
Do you have a dedicated emergency phone number and an emergency email account?	☐	☐
Utilities		
Does your practice have contingency plans for managing loss of power and other utilities?	☐	☐
Does your office have emergency lighting that will activate during a power outage?	☐	☐
Does your practice have an emergency generator to supply power during outages?	☐	☐

Utilities (continued)		
Is the generator located in the safest area possible (e.g., a cool, dry location that won't be at risk for flooding)?	☐	☐
Will your emergency generator power all of your systems or only critical systems? Have you identified which systems should remain available during a power outage?	☐	☐
Do you have protocols for managing other types of utility failures or hazards, such as natural gas leaks, sewage backups, loss of heating or air-conditioning, and water contamination?	☐	☐
Does your emergency response plan stipulate the need to document all actions taken in relation to utility failures, including notification times and who was contacted?	☐	☐
Technology		
Has your practice developed protocols for managing computer system failures, loss of Internet connectivity, or loss of phone services?	☐	☐
Has your practice assessed all of its IT applications, services, and data to identify the most critical?	☐	☐
Is onsite IT equipment (e.g., servers, laptops, etc.) kept in the safest place possible within your practice?	☐	☐
Are resources in place to maintain and/or safeguard critical systems (e.g., generators and surge protectors)?	☐	☐
Is a contingency plan in place for the continued provision of care, even if IT systems (such as electronic health records) are not available?	☐	☐
Do you have a protocol for shutting down all systems or moving IT equipment offsite prior to an impending disaster?	☐	☐
Does your practice consistently back up its data?	☐	☐

Technology (continued)		
Is backed up data stored offsite or in multiple locations to prevent loss or destruction if the office is damaged?	☐	☐
Does your practice maintain documentation for critical IT hardware and software (e.g., serial numbers, version/model, lease information, supplier, etc.?)	☐	☐
Do the practice's IT vendors have emergency response plans? Do they offer emergency services as part of their service contracts?	☐	☐
Equipment and Supplies		
Have you considered the types of emergency equipment and supplies your practice should maintain based on the most probable emergency scenarios?	☐	☐
Does your practice have basic emergency supplies onsite, such as weather-related supplies (e.g., salt or sandbags), basic tools, flashlights, a first aid kit, fire extinguishers, a portable radio, extra batteries, water, and nonperishable food?	☐	☐
Does your office have working fire alarms and an automatic sprinkler system?	☐	☐
Does your emergency plan specify the need for periodic auditing of emergency supplies and routine testing of emergency equipment?	☐	☐
Sheltering/Evacuation		
Does your practice have clear policies for sheltering in place or evacuation based on the type of emergency?	☐	☐
Have you identified a safe location to shelter in place? (**Note:** The safest place to seek shelter may vary based on the type of emergency.)	☐	☐
Is clear signage in place to indicate the shelter location and all available routes to the location, including preferable routes for people who have limited mobility?	☐	☐

Sheltering/Evacuation (continued)		
Is the shelter location conducive to communication (e.g., can you get television, radio, and/or Internet reception?)	☐	☐
Is the shelter stocked with adequate emergency supplies, water, and food? (**Note:** FEMA recommends planning for at least 3 days.)[8]	☐	☐
Have you considered your facility's layout and accessibility when planning evacuation routes?	☐	☐
Has a location been identified where evacuees should congregate for safety and a head count?	☐	☐
Are emergency exit routes posted in visible locations throughout the practice? Do exit signs clearly indicate evacuation routes?	☐	☐
Are staff members familiar with emergency exits and evacuations routes so they can direct patients?	☐	☐
Relocation		
Does your practice have a contingency plan for relocating if the office is damaged or inaccessible?	☐	☐
Does the plan specify what equipment, records, and files need to be moved and how they will be transported?	☐	☐
Does the practice have a secondary mailing address and contact information?	☐	☐
Is a protocol in place for communicating information about the relocation to patients?	☐	☐

For more detailed information about how to develop contingency plans for certain types of environmental disasters, visit http://www.ready.gov/be-informed and http://emergency.cdc.gov/hazards-specific.asp.