

ASC EMERGENCY PREPAREDNESS CHECKLIST

IDENTIFY VULNERABILITIES AND THREATS

- List the disasters that may strike your business and the damage they may cause to the business
- Conduct a business impact analysis for potential emergency scenarios
- Know your building – electrical circuit timers, building access clocks, location of utility connections, shut-off valves and generator power...is your power supply or backup vulnerable?
- Plan for the physical security of your employees, building and equipment in the various emergency scenarios
- Analyze the impact of a cyber attack on your business and/or website
- Analyze appropriate state regulations and accreditation standards to determine operational compliance during and after disaster

LIST YOUR COMPANY'S CAPABILITIES AND RESOURCES FOR RESPONDING TO EMERGENCIES

- Identify key personnel and their skills (first aid, multiple languages, crisis management)
- Assess these employees for their experience with the disasters listed above
- Plan for and address job abandonment by employees who may be unable or may choose not to return after disaster
- Identify insurance providers, vendors and other resources that will be helpful in business resumption
- Identify inventory equipment and supplies that will be necessary following an emergency
- Create a plan with key vendors for supply/inventory delivery during and after emergency scenarios
- Conduct a formal audit/analysis of the entire plan at least once a year. Update when employees leave/are newly hired, new operations are added, when you undergo renovations, etc.

IDENTIFY AND POST EVACUATION ROUTES AND ASSEMBLY AREAS

- Establish primary and alternate routes out of the building
- Choose an assembly area nearby but away from potential danger; a location where employees can get together
- Establish procedures for employees to check in and be accounted for after an emergency

PLAN FOR EFFECTIVE USE OF YOUR STAFF

- Include the development of this plan in a strategic planning/management process. This plan involves multiple stakeholders: Physicians, Nurses, Management, etc. Use all available and relevant sources when developing the plan. Emergency Preparedness plans can be used to further the mission, goals and objectives of the ASC
- Identify and name principal coordinators of the plan
- Establish emergency response roles for all staff members and include them in the planning process
- Designate key staff members as an emergency coordinator based on their assessed experience with possible disasters

ESTABLISH A NOTIFICATION PLAN AND EMERGENCY CONTACT LIST

- Maintain up-to-date contact information on employees, physicians, vendors, insurance companies, banks, building maintenance, management, owners, etc.
- Record and post the location and number of the nearest police stations, fire stations and hospitals
- Establish and maintain dialog with your community emergency coordinators and responders (see reverse side for resources)
- Designate a phone or voicemail number for staff to use to check in after an emergency

PLAN FOR EMERGENCY ASSISTANCE AND SUPPORT TO EMPLOYEES

- Consider financial assistance such as cash advances or salary continuation for selected key employees
- Offer reduced or flexible work hours
- Provide crisis counseling, daycare or other needed services as the situation dictates

BUSINESS RESUMPTION PLAN

- Ensure that your center has adequate business interruption insurance
- Prepare a list of equipment, supplies, forms and other items needed to ensure business continuity
- Identify alternate sites for relocation or temporary business operations
- List vendors, creditors, etc. that need to be notified in the event of a move
- Orient employees to your specific business resumption and recovery plans

ESTABLISH AN EMERGENCY TRAINING PLAN

- Provide staff training in first aid and CPR
- Provide staff training on the location and operation of building utilities
- Contact the fire department to schedule neighborhood emergency response training for staff
- Make sure employees of the ASC know where the ASC is in relation to major highways, transportation arteries, hospitals, and other emergency services
- Document the incident/emergency and all actions taken

PLAN FOR THE PROTECTION OF TECHNOLOGY SYSTEMS AND IMPORTANT BUSINESS DATA

- Schedule daily, weekly and monthly backups of all electronic data, including email and system configuration files
- Implement an electronic medical records storage system, with secure backup
- Arrange for storage of electronic media, along with all important business records, to a secure off-site storage location. Set up a periodic rotation plan to ensure the contents are current
- Keep rosters and important business records up to date
- Make and keep a record that includes all serial numbers, warranties, purchase orders (showing purchase price and date) of all computer, office, phone and medical equipment and fixtures
- Collect and store in a secure place all software distribution/installation media, plus licensing keys, installation keys, unlock codes, activation keys, for all purchased software, plus user names and passwords to all servers, networking equipment and phone systems

DEVELOP AN EMERGENCY COMMUNICATIONS PLAN

- Determine who will have communication needs such as offsite employees, emergency responders and vendors
- Assess primary and alternate communication systems such as cell phones, pagers, radios or the internet
- Maintain an emergency radio – see www.ambientweather.com/emra.html for examples
- Identify employees with amateur radio equipment and licenses; give a volunteer-recruitment tour to a local "ham" club: www.arrl.org

USEFUL WEBSITES AND INFORMATION

Colorado Department of Public Health and Environment, Emergency Preparedness and Response Division

<http://www.cdphe.state.co.us/epr/>
(877) 518-5608

Adams County

<http://www.co.adams.co.us/index.cfm?d=standard&b=1&c=20&s=98&p=539>
(303) 289-5441

Arapahoe County

<http://www.co.arapahoe.co.us/departments/sh/administration/emermanagement.asp>
(303) 795-4711

City of Arvada

<http://arvada.org/safety-and-health/emergency-preparedness/>
(720) 898-7510

City of Aurora

<https://www.auroragov.org/AuroraGov/Departments/Fire/OfficeofemergencyManagement/index.htm?ssSourceNodeId=660&ssSourceSiteId=621&ssTargetNodeId=>
(303) 739-7636

Boulder County

<http://www.bouldercounty.org/government/offices/pages/sheriff.aspx>
(303) 441-4444 (non-emergency)

<http://www.boulderoem.com/>
(303) 441-3390

City of Brighton

<http://www.brightonco.gov/department/?fDD=22-0>
(303) 655-2316

Broomfield County

<http://www.broomfield.org/police/emermgmt.shtml>
(303) 438-6400

City of Commerce City

<http://co-commercecivcity.civicplus.com/index.aspx?NID=471>
(303) 289-3630

City and County of Denver

<http://www.denvergov.org/Default.aspx?alias=www.denvergov.org/OEM>
(720) 865-7600

Douglas County

<http://www.dcsheriff.net/emergencymanagement>
(303) 660-7589

El Paso County

<http://shr.elpasoco.com/Law+Enforcement+Bureau/Emergency+Services+Division/Office+of+Emergency+Management.htm>
(719) 520-7333

Jefferson County

http://co.jefferson.co.us/sheriff/sheriff_T62_R191.htm
(303) 271-4900

Larimer County

<http://www.larimer.org/sheriff/emerg.htm>
(970) 498-7000

Pueblo County

<http://www.pueblosheriff.org/esb/oem.html>
(719) 583-6215

City of Thornton

<http://www.cityofthornton.net/Departments/PoliceDepartment/Pages/default.aspx>
(720) 977-5020

Tri-County Health Department

<http://www.tchd.org>
(303) 220-9200

Weld County

<http://www.weldsheriff.com/OfficeofEmergencyManagement.html>
(970) 304-6540

City of Westminster

<http://www.ci.westminster.co.us/639.htm>
(303) 658-4550

Colorado Division of Emergency Management

<http://www.dola.state.co.us/dem/index.html>
(720) 852-6600

Ready Colorado

<http://www.readycolorado.com>
(800) 639-READY (7323)

Regional Response Teams (RRTs)

<http://www.rrt8.nrt.org>
(303) 312-6688

Department of Homeland Security

<http://www.dhs.gov/index.shtm>

<http://www.ready.gov>
Operator Number: (202) 282-8000

Federal Emergency Management Agency (FEMA)

<http://www.fema.gov/>
(202) 646-2500
(800) 621-FEMA (3362)

Incident Command System – Explanation

http://en.wikipedia.org/wiki/Incident_Command_System

National Response Plan

http://www.dhs.gov/dhspublic/interapp/editorial/editorial_0566.xml

Pandemics

<http://www.pandemicflu.gov>

Ready America

<http://www.ready.gov/america/>

Red Cross

<http://www.redcross.org/>

U.S. National Response Team (NRT-Hazmat Responses)

<http://www.nrt.org>
(800) 424-8802
(202)-267-2675

A complete list of emergency manager contact information by county can be found at:
<http://www.coemergency.com/p/sources.html>

This checklist was developed through a collaborative effort between the Colorado Ambulatory Surgery Center Association and the Colorado Department of Public Health and Environment, Emergency Preparedness and Response Division. It is designed to highlight key areas of focus for your management team as it prepares for any disaster that disrupts or threatens your business operations.