

PATIENT CARE PROGRAM NOTICE

Program Notice #: PCPN2

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Title: **HIV/AIDS Patient Care Disaster Plan**

Any agency receiving HIV/AIDS Patient Care Ryan White Part B or General Revenue funding, either directly or through a subcontract, must have a written disaster plan. The disaster plan must include the following provisions, at a minimum:

A completed Disaster Risk Assessment

1. Analyze your capabilities and hazards
 - a. What are your current capabilities?
 - b. What are the possible hazards and emergencies that you face?
2. Review your insurance
3. Ensure that emergency telephone numbers are located near each telephone, on employee bulletin boards and in other prominent locations
4. Have a resource inventory of local service providers and an action plan to access those providers

General

1. Include an overview/summary of plan
2. Identify necessary services and activities
 - a. Identify the resources necessary to provide necessary services
3. Include a backup system to provide:
 - a. Communications
 - b. Payroll
 - c. Client services
 - d. Information systems
 - e. Recovery support
4. Identify who receives a copy of the disaster plan
5. Explain how the agency would relocate operations to an alternate location if necessary
6. Include an evaluation process to make changes to the plan based on lessons learned from drills and actual events
7. Have a process for annual review and approval by the agency's governing board

8. Include steps that would prevent the duplication of services and goods provided by FEMA

Personnel

1. Outline and detail personnel roles and responsibilities
2. Outline the agency's disaster training procedures
 - a. Regularly schedule discussion sessions to provide information, answer questions and identify needs and concerns
 - b. Include activities such as a tabletop exercise, a walk-through drill or a functional drill
3. Include an emergency call list of all staff on and off site who should be involved in responding to an emergency, their responsibilities and their 24-hour telephone numbers
4. Include a method to ensure the chain of command
5. Establish ways to maintain lines of succession for key personnel
6. Describe how the lead agency will maintain contact with subcontractors
7. Show how contact will be established with emergency responders and the County Emergency Operations Center

Agency shutdown

1. Address what conditions necessitate an agency shutdown, who can order that shut down and who will carry out the shutdown
2. Detail how clients and the public would be notified of an agency shutdown
3. Address the length of time needed for shutdown and restarting

Communications and Data

1. Address how the agency would operate if communications, both voice and data, were inoperable
2. Include a prioritization of which communications should be restored first
3. Indicate what records have been determined to be vital and if any of the following steps are being taken to protect them:
 - a. Backing up computers
 - b. Making copies of records
 - c. Storing tapes and disks in insulated containers
 - d. Storing data off site where they would not likely be damaged by an event affecting your facility
 - e. Arranging for evacuation to backup facilities or safe storage of records
 - f. Backing up systems needed by subcontractors