


**GUAM MEMORIAL HOSPITAL AUTHORITY  
ADMINISTRATIVE MANUAL**

APPROVED	RESPONSIBILITY	EFFECTIVE DATE	NUMBER	PAGE
	Information Technology Administrator (HIPAA Security Officer)	12/2004	6420-32	1 of 2
<b>TITLE: CONTINGENCY OPERATIONS POLICY</b>				

**PURPOSE:**

The purpose is to establish and implement as needed procedures that allow facility access in support of restoration of lost data under the disaster recovery plan and emergency mode operations plan in the event of an emergency. This is a standard required under the Physical Safeguards of the HIPAA Security Rule.

**SCOPE:**

This policy applies to Guam Memorial Hospital Authority in its entirety, including all workforce members. Further, the policy applies to all systems, network, and applications, as well as all facilities, which process, store or transmit electronic protected health information (ePHI).

**POLICY:**

Guam Memorial Hospital Authority will develop contingency operation procedures to address emergency response. These procedures will include:

- Notification
- Evacuation
- Equipment tests
- Training
- System shutdown

For example, the area of emergency notification procedures would include activities such as:

- Contacting the Disaster Recovery Team Leader
- Contacting Department Managers as required
- Evacuate the affected office or building if required
- Conduct a damage assessment
- Create damage assessment report and communicate to senior management
- Determine if the damaged site can be repaired and used
- Establish time objectives for activities

**RESPONSIBILITIES:**

The HIPAA Security Officer, under the delegated authority of the Hospital Administrator, will be

Reviewed: 01/2006

Revised: 02/2006

Approved: EMC 2/15/06

responsible for ensuring the implementation of the requirements of Contingency Operations.

**COMPLIANCE:**

Failure to comply with this or any other security policy will result in disciplinary actions as per the Sanction Policy 6420-8. Legal actions also may be taken for violations of applicable regulations and laws such as HIPAA.

Contingency Operations is an addressable implementation specification defined within the Facility Access Controls standard (164.310 (a)(1)) in the Physical Safeguards category of the HIPAA Security Rule.

**PROCEDURES:**

- Notification procedure
- Evacuation procedure
- Equipment testing procedure
- Training procedure
- System shutdown procedure

**REFERENCES:**

- HIPAA Final Security Rule, 45 CFR Parts 160, 162, and 164, Department of Health and Human Services, <http://www.cms.hhs.gov/hipaa/hipaa2/regulations/security/default.asp>, February 20, 2003.
- CMS, "CMS Information Systems Security Policy, Standards and Guidelines Handbook", CMS, February 2002.
- International Standards Organization (ISO/IEC 17799:2000(E)).