

DISASTER PLAN

1. ASSESSMENT OF DAMAGE.

In the event of damage to the Pharmacy as the result of causes such as fire, vandalism, natural disaster or other conditions that adversely impact the ability of the Pharmacy to conduct its health care services, the Security Official will promptly assess the extent and impact of the damage in terms of access to the Pharmacy's premises and the operation of the pharmacy's software system. The Security Official will enter a description of the damage and its impact on the attached form. (Note: For all purposes of this Plan, references to the Security Official will include the Security Official's designee if the Security Official is absent or otherwise unavailable at the time).

2. RESPONSE.

- a) If the Security Official determines, in consultation with local public safety authorities, that despite the damage, access to the Pharmacy's premises is safe and the integrity and availability of the Pharmacy's ePHI have not been impaired, the Security Official will oversee the continued conduct of the Pharmacy's health care services while the damages are being repaired.
- b) If in accordance with the preceding paragraph (a) the Security Official determines that access to the Pharmacy's premises is safe, but that the pharmacy's software system has been impaired, the Security Official will implement the Data Backup and the Disaster Recovery Plan by contacting Pharmacy employees as needed to perform such tasks as the Security Official will assign. The Emergency Mode Contacts can be used for this purpose.
- c) If the Pharmacy's premises have been destroyed or if the Security Official determines in accordance with paragraph (b) that access to the Pharmacy is unsafe, the Security Official will make reasonable efforts to obtain an alternative location (if an alternative location has not already been arranged) for the Pharmacy and, consistent with applicable State regulations and subject to the approval of the Pharmacy's owners. The Security Official will implement the Plan in order to restore Pharmacy operations at such location as soon as reasonably possible. The Security Official will endeavor to provide a professionally appropriate type of notice of the alternate location to the Pharmacy's patients.
- d) If a decision is made by the Pharmacy's owners that its operations will not be resumed, the Security Official will take professionally reasonable steps to notify the Pharmacy's patients as to how their individual records may be obtained, at all times in compliance with the requirements of the HIPAA Privacy and Security Rules as to disclosure, storage and destruction as well as applicable state regulations.
- e) The Security Official will enter a description of all of the above actions on the HIPAA Disaster Plan Report for each instance of damage to the premises and systems requiring a response.

DISASTER PLAN REPORT

SECURITY OFFICIAL: _____
POSITION: _____
HOME PHONE: _____
CELL PHONE: _____
E-MAIL: _____
DATE: _____

DESIGNEE: _____
POSITION: _____
HOME PHONE: _____
CELL PHONE: _____
E-MAIL: _____
DATE: _____

DATE & TIME OF EMERGENCY	
DESCRIPTION OF THE CIRCUMSTANCES (e.g., fire, vandalism, flood, etc.)	
IMPACT ON ACCESS TO THE PHARMACY PREMISES	
IMPACT ON THE PHARMACY'S SOFTWARE SYSTEM	
OPERATIONS RESUMED AT CURRENT LOCATION? (Describe location and patient notice.)	
OPERATIONS TERMINATED (Describe patient notice.)	
OTHER	

CURRENT DATA BACKUP PLAN for PHI

Type of PHI	Storage Method			Location		Retrieval Method
	Disc	Tape	Other (Describe)	Pharmacy	Off-site (Describe)	
Original Rxs*						
CIII and CIV refills*						
All other refills*						
All other PHI*						

* It is possible that all Rx data and all other PHI are stored by the same method, in the same location, and retrieved in the same way.

REVISED DATA BACKUP PLAN for PHI

[Please use the following chart to indicate changes in the Current Data Backup Plan that will tend to increase the confidentiality, integrity, and availability of the Pharmacy's PHI. For example, if backup data is currently stored on the pharmacy premises, the chart would be used to show the change when data storage is moved to a more secure location.]

Type of ePHI	Storage Method			Location		Retrieval Method
	Disc	Tape	Other (Describe)	Pharmacy	Off-site (Describe)	
Original Rxs						
CIII and CIV refills						
All other refills						
All other PHI						

DISASTER RECOVERY PLAN

1. The Security Official or the Security Official's designee is responsible for retrieving the backup PHI and contacting the Pharmacy's hardware and/ or software vendor(s) for assistance as needed in order to restore operations. The computer application that is to be given the first priority is the application that will safely enable the Pharmacy to refill existing prescriptions needed for both chronic and acute conditions. The names and telephone numbers of the vendors' contact persons will be kept both on the Pharmacy's premises and at one or more off-site locations selected by the Security Official.
2. If the Pharmacy's premises are inaccessible, the Security Official or designee will consult with the Pharmacy Owners about finding a temporary location at which the Pharmacy's patients' PHI will be available.
3. If Pharmacy's premises are safely accessible for pharmacy department employees (local public safety authorities may determine whether the premises can be occupied), the Security Official or designee will direct the pharmacy department employees as to the use of the information system to the extent that it is at least minimally capable of providing the Pharmacy's patients with pharmaceutical services.
4. The Security Official will be responsible for overseeing and advising the activities needed to restore PHI to normal operations.

Testing and Revision Procedure

As part of the ongoing Employee Training program, the Security Official or the Security Official's designee, to the extent compatible with the Pharmacy's operations, will conduct drills which simulate a computer crash or a disaster that temporarily makes the Pharmacy's patients' PHI unavailable. The Security Official or designee will prepare a summary of any changes in the Disaster Recovery Plan that the drill may indicate, and oversee the implementation of the changes.

Disaster Plan Contact List

	COMPANY	CONTACT	TELEPHONE	E-MAIL
EMPLOYEES				
INSURANCE				
SOFTWARE SUPPORT				
HARDWARE SERVICE				
CONTRACTOR				
ELECTRICAL				
PLUMBING				
CARPENTRY				
SECURITY SYSTEM				
SUPPLIERS				
WHOLESALER 1				
WHOLESALER 2				
PBMs				

