

FACILITY LOSS PREPAREDNESS PLAN

(Guidelines only; create one for your own organization based the services provided, to be updated and modified on an as needed basis)

The Facility Loss Preparedness Plan is designed to address the actions of management and staff in dealing with a major incident (fire, earthquake, hurricane, etc.) effecting the physical operating location(s) of the organization in such a way that no business activity can be conducted.

Document Storage

Items to be kept current and within minimum one hour / 1700 degree fire rated storage unit or off site.

- Current insurance coverage documents (update regularly with your agent)
- Complete copy of current billing and financial software
- Most current backup of billing and financial work in progress
- Corporate records
- A copy of this plan
- Long term hard copy storage of records of discharged patients and the operating/financial records of the company should be stored in a dry (off the floor and preferably covered with medium grade plastic covering for water, smoke and dust protection), orderly (boxed in alpha, year or other meaningful order) and safe manner.
- All other documents, manuals, files and papers should placed in a neat, orderly manner at the end of each business day. Continually demand "good housekeeping"
- Copies of all keys labeled and safely stored.

Physical Structure(s)

Shut off gas and power. Remove flammables, if required. Secure the structure as soon as possible with plywood board-up, chain-link fencing, security company or other means for your protection and the needs of insurance, arson and other investigators. Call Insurance agent immediately.

Attempt to salvage undamaged furniture, equipment and product, if it can be done safely. Make arrangements to relocate and store these items as soon as possible.

A Safety/General Appearance Review should be conducted a minimum of twice a year.

We will invite your insurance company to visit your facility(s) and give their suggestions.

Arrangements will be made with our competitors or "friendlies" in nearby locations and with manufacturers to gain access to needed equipment, supplies, communications and staffing, if needed, in the event of a disaster. "Operating location" may have to be temporarily moved to another facility (short-term warehouse rental, a principals garage, etc.) until permanent arrangements are made.

We will always have cash availability at a local bank to address disaster driven cash requirements such as payroll, payment for disaster Oxygen supplies, fuel, etc.