Practice emergency continuity plan

A practical California working record - editable in Word

USE IT THIS WAY	DO NOT MISTAKE IT FOR THIS
Use before an emergency and revisit after staffing, vendor, location, or communication changes.	This is not a clinical safety plan, disaster-response protocol, or substitute for legal and insurance review.

Working record

Prepared by	
Reference (no names)	
Date opened	
Next review date	

Six review points

1

[ ] Name continuity events

List realistic events such as illness, evacuation, platform outage, phone loss, and sudden practice interruption.

Your record: _____

Source: HHS: Security Rule guidance

2

[ ] Map essential systems

Record which systems hold scheduling, records, billing, and current contact routes.

Your record: _____

Source: HHS: Security Rule guidance

3

[ ] Assign limited access

Document who may act, what they may access, and how authority is verified.

Your record: _____

Source: HHS: Privacy Rule guidance

4

[ ] Prepare client communication

Draft channel-neutral instructions that disclose only what is necessary.

Your record: _____

Source: HHS: Privacy Rule guidance

5

[ ] Test recovery

Run a tabletop check of backups, alternate contact, and restoration without using real client data.

Your record: _____

Source: HHS: Security Rule guidance

6	**[ ] Record insurance and advice routes** Keep current professional-liability, cyber, legal, and operational contacts outside the public copy. **Your record:** _____ Source: HHS: Breach Notification Rule

Close the loop

Decision / next action	
Owner	
Due date	

Controlling sources

- HHS: Security Rule guidance
- HHS: Privacy Rule guidance
- HHS: Breach Notification Rule

Educational information only. Not legal, clinical, tax, billing, or regulatory advice. Recheck every source before relying on an older saved copy. Do not put client-identifying information in a copy you cannot secure.