

Below is a list of items to tend to before the arrival of inclement weather or major events causing disruption to your practice.

### **Human Resources**

1. Complete *Employee Contact Sheet*. (See Attached)
2. Give every employee and physician a copy of the *Employee Contact Sheet*
3. Have each employee check in daily with the answering service or a designated person within your practice. Contact can be arranged for all physicians to contact the practice leader and employees to contact their supervisor with the supervisor reporting to the practice leader.
4. Determine, in advance, whether or not you plan to pay your employees in the event of an evacuation of their primary residence. Doing so will alleviate concerns and set forth clear expectations.
5. Advise the employees as to when you expect them to return to work. Most practices will rely on employees to use their discretion to return to work when it is safe to do so.

### **Information Systems**

1. If you have an internal server that houses your billing or EMR, you need to verify with your vendor that you are obtaining a "Complete" back up for the next several days. Sometimes, they only complete what is called an "Incremental" back up of your records.
2. If you have internal email or a network containing documents and files, contact your networking vendor to have them complete a "Full System" back up. This back up should include the following:
  - a. All documents, spreadsheets and scanned documents you have saved on the server
  - b. A complete backup of the operating system
  - c. A complete back up of email and any applicable database programs
3. If you have files on local computers such as correspondence and financial data, consider purchasing a thumb drive or online storage to back up these documents
  - a. Thumb Drive- Be sure to encrypt the data after saving to ensure HIPAA compliance. Consider having the thumb drive(s) or burned CD stored in a lockable devise such as a small safe and secured at the hospital.

- b. Online Storage- you can go online to a company such as [www.RackSpace.com](http://www.RackSpace.com) or [www.DropSend.com](http://www.DropSend.com) to open an account to save such documents securely for a nominal fee.
4. If so inclined, some clients have been able to physically remove the servers from the practice and bring them to the hospital for safe keeping. Please be mindful of the risks of doing this and ensure you have complete backups before doing this.

**Practice Location(s)**

1. Bring in all pot plants and outdoor furniture that could pose as a projectile around your office.
2. Consider contacting your landlord or a general contractor to board your windows
3. Adjust the thermostats on all air conditioning to approximately 80 degrees (or turning them off) before leaving. This will minimize the chance that the air conditioning will be subjected to electrical damage in the event that the power continuously cycles on and off.
4. Place a sign on all entrances advising patients of your plans. The purpose of the sign is to tell patients that the practice will open as soon as it is safely possible to ensure adequate staffing to provide appropriate care for patients. The sign may look something like this:

Due to the inclement weather approaching the office is closed. If you need immediate assistance, please go to the nearest emergency room.

The office will resume providing care to our patients as soon as our physicians and staff are able to safely return to work. Please call our office at 318-555-1212 for daily updates.

5. Make arrangements with someone to update your answering service or answering machine each day. The daily message should contain updates for patients concerning when the office will reopen. Be sure to state the date and time of the update each time an update is provided.

**Vaccines**

1. Obtain permission from a facility such as the hospital pharmacy to store your vaccines. This is the safest place you can bring them to.
2. Be sure to complete an inventory sheet (Attached) to ensure that your complete inventory is returned to you. Have the pharmacy sign the inventory sheet to verify receipt.
3. Consider placing similar type vaccines in large Ziploc bags. Doing this saves space related to the boxes containing the vaccines. These bags can be sealed with packing tape and numbered. This approach will allow you to inventory with the pharmacy X number of bags. Be mindful to document which vaccines are in each bag in the event of loss or spoilage so that you can make a claim with the insurance company if the need arises.
4. For the vaccines provided by the state, contact them to see if they offer any alternatives in the event that the local hospital pharmacy is unable to help you.
5. Before transporting the vaccines, be sure to get dry ice to ensure proper temperatures for vaccines that are stored in the freezer.
6. Regular ice packs should be sufficient for vaccines stored in the refrigerator.

**Be safe and good luck...**



## Vaccine Inventory Sheet

Trade Name	Manufacturer	Unit Size	Units	Bag Number
Engerix-B- Adult	GlaxoSmithKline	PFS		
Engerix-B- Pedi	GlaxoSmithKline	SDV		
Engerix-B- Pedi	GlaxoSmithKline	PFS		
Havrix- Adult	GlaxoSmithKline	MDV		
Havrix- Adult	GlaxoSmithKline	PFS		
Havrix- Pedi	GlaxoSmithKline	PFS		
Pediarix	GlaxoSmithKline	SDV		
FluMist	Medimmune	PFS		
Comvax	Merck	SDV		
Gardasil	Merck	PFS		
Gardasil	Merck	SDV		
M-M-R II	Merck	SDV		
PedvaxHIB	Merck	SDV		
Pneumovax 23	Merck	SDV		
ProQuad	Merck	SDV		
Recombivax HB- Adult	Merck	SDV		

Trade Name	Manufacturer	Unit Size	Units	Bag Number
Recombivax HB- Pedi	Merck	SDV		
RotaTeq	Merck	SDV		
Vaqta- Pedi	Merck	SDV		
Vaqta- Pedi	Merck	PFS		
Varivax	Merck	SDV		
ActHIB	Sanofi	SDV		
Adacel	Sanofi	SDV		
Daptacel	Sanofi	SDV		
IPOL	Sanofi	SDV		
IPOL	Sanofi	MDV		
Menactra	Sanofi	SDV		
Menomune	Sanofi	SDV		
Pentacel	Sanofi	SDV		
Tetanus	Sanofi	SDV		
Trihibit	Sanofi	SDV		
Tripedia	Sanofi	SDV		
PCV13	Wyeth	SDV		