

## URI HIPAA SECURITY POLICY – IMPLEMENTATION SPECIFICATION #7C

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|---|---|---------------------------------|---|
| <b>Title:</b>                                     | <b>EMERGENCY MODE OPERATIONS PLAN</b>   | <b>Purpose &amp; Background</b> | <b>See Memo Entitled “HIPAA at URI: Introduction to HIPAA and an Overview of HIPAA Implementation at URI” available online at the URI HIPAA website</b> |
| <b>Originator (Responsible Department/ Unit):</b> | <b>URI HIPAA Compliance Oversight Committee</b>   | <b>Effective Date:</b>          | <b>05/22/2018</b>   |
| <b>Applies to:</b>                                | <b>All URI Departments and Units Designated as HIPAA “Covered Components” and “Business Associate Components”</b> | <b>Revised Date(s):</b>         |   |

### **Purpose:**

This implementation specification reflects URI’s commitment to have an Emergency Mode Operations Plan for protecting its information systems containing EPHI during and immediately after a crisis situation.

### **Specification:**

URI Covered Entities must have a formal, documented Emergency Mode Operation Plan to enable the continuation of crucial business processes that protect the security of its information systems containing EPHI during and immediately after a crisis situation. URI workforce members must receive annual training and awareness on the Emergency Mode Operations Plan. All appropriate URI workforce members must have access to a current copy of the plan and an appropriate number of current copies of the plan must be kept off-site.

### **Procedure:**

1. URI Covered Entities must have a formal, documented Emergency Mode Operations Plan for protecting its information systems containing EPHI during and immediately after a crisis situation. At a minimum, the plan must:
  - Identify and prioritize emergencies that may impact URI information systems containing EPHI.
  - Define procedures for how URI Covered Entities will respond to specific emergencies that impact information systems containing EPHI.
  - Define procedures for how URI Covered Entities, during and immediately after a crisis situation, will maintain the processes and controls that ensure the availability, integrity and confidentiality of EPHI on URI information systems.
  - Define a procedure that ensures that authorized employees can enter URI facilities to enable continuation of processes and controls that protect EPHI while URI is operating in emergency mode.
2. URI Workforce members must receive annual training and awareness on the emergency mode operations plan.
3. All appropriate URI workforce members must have access to a current copy of the plan and an appropriate number of current copies of the plan must be kept off site.

**HIPAA REGULATORY REFERENCE:** 45 CFR 164.308(a)(7)(ii)(C)

**HIPAA SECURITY REGULATION IMPLEMENTATION SPECIFICATION LANGUAGE:** *“Establish (and implement as needed) procedures to enable continuation of critical business processes for protection of the security of EPHI while operating in emergency mode.”*