



Healthcare Disaster Recovery Checklist: Business Continuity & Resilience

Pre-Disaster Planning & Mitigation

Activities undertaken *before* a disaster to minimize potential impact and ensure preparedness.

Last Disaster Recovery Plan Review Date

Enter date...

Frequency of Data Backups (per day/week)

Enter a number...

Critical Systems Identified (Select All)

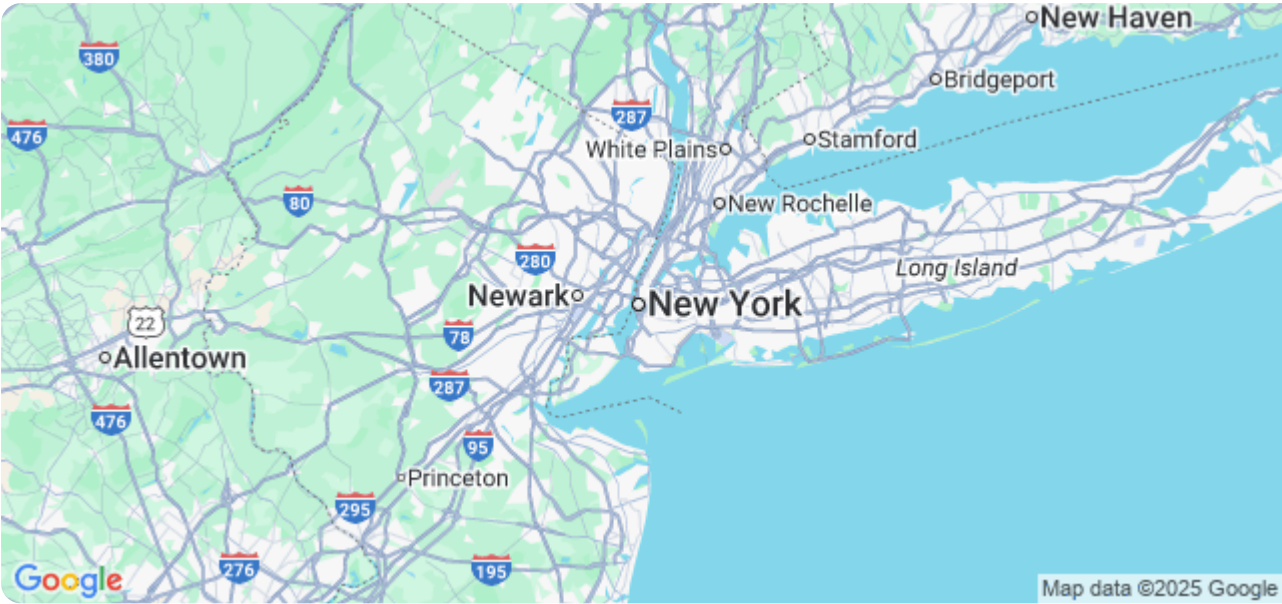
- ☐ EHR
- ☐ Billing System
- ☐ Pharmacy System
- ☐ Lab System

Description of Alternate Care Site(s)

Write something...

Location of Primary Alternate Care Site

📍 Set My Current Location



Copy of Current Risk Assessment

📁 Upload File

Method for Notification of Staff (Select One)

- ☐ Email
- ☐ Phone Tree
- ☐ SMS

Emergency Response Activation

Steps to initiate and manage the immediate response to a disaster event.

Disaster Declaration Authority

- ☐ CEO
- ☐ Incident Commander
- ☐ Designated Disaster Response Team

Disaster Declaration Time

Brief Description of Event Triggering Activation

Write something...

Emergency Response Team Notification Method

- ☐ Phone Call
- ☐ Email
- ☐ SMS
- ☐ Mass Notification System

Estimated Number of Impacted Patients (Initial Estimate)

Enter a number...

Date of Activation

Enter date...

Key Personnel Notified (Select All That Apply)

- ☐ Medical Director
- ☐ Nursing Supervisor
- ☐ Security Personnel
- ☐ Facilities Manager

Data Backup & Recovery

Procedures for securing and restoring critical data and systems.

Last Full Backup Cycle Completion (Days)

Enter a number...

Date of Last Successful Backup

Enter date...

Time of Last Successful Backup


Backup Type (Full/Incremental/Differential)

- ☐ Full
- ☐ Incremental
- ☐ Differential

Description of Backup Locations (Onsite/Offsite/Cloud)

Write something...

Screenshot of Backup Verification Log (Optional)

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Data Loss Tolerance (RPO - Recovery Point Objective, Hours)

Enter a number...

Maximum Downtime Tolerance (RTO - Recovery Time Objective, Hours)

Enter a number...

Notes on Backup Procedures or Issues

Write something...

Communication & Notification

Methods for communicating with staff, patients, vendors, and stakeholders during and after a disaster.

Emergency Contact Notification Sequence

Enter a number...

Primary Communication Method (Initial Alert)

- ☐ Email
- ☐ SMS/Text Message
- ☐ Phone Call
- ☐ Pager

Communication Channels for Staff Updates

- ☐ Email
- ☐ Intranet
- ☐ Phone Tree
- ☐ Group Chat (e.g., Slack, Microsoft Teams)

Pre-Drafted Emergency Communication Template (Staff)

Write something...

Pre-Drafted Emergency Communication Template (Patients & Families)

Write something...

Designated Spokesperson(s)

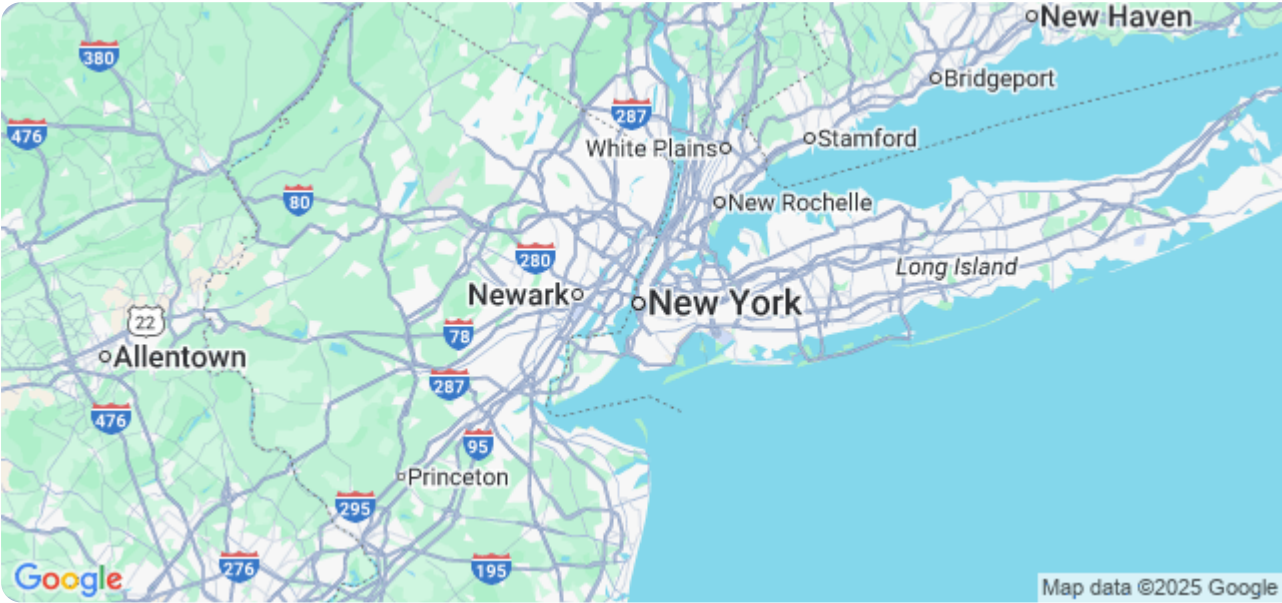
- ☐ CEO
- ☐ Communications Manager
- ☐ Medical Director

Last Communication Plan Review Date

Enter date...

Emergency Communication Hub Location

 [Set My Current Location](#)



Facility Restoration & Operations

Steps to restore physical facilities and resume normal operations.

Estimated Restoration Start Date

Enter date...

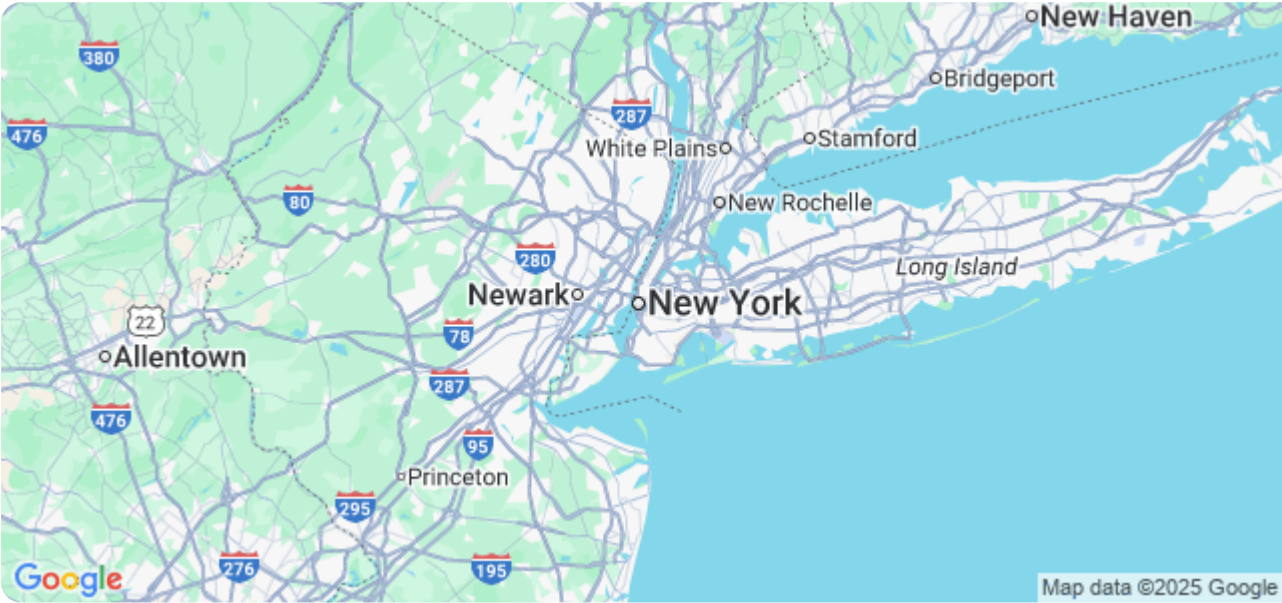
Estimated Restoration Start Time

Number of Staff On-Site for Restoration

Enter a number...

Primary Restoration Location (e.g., Specific Wing/Floor)

 [Set My Current Location](#)



Critical Systems to Restore (Select All)

- ☐ Power
- ☐ HVAC
- ☐ Water
- ☐ Communication Systems
- ☐ Medical Gases

Damage Assessment Photos

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Brief Description of Restoration Progress

Write something...

Business Process Recovery

Strategies for resuming essential business functions, including clinical services, billing, and supply chain.

Estimated Time to Resume Core Clinical Services (Hours)

Enter a number...

Primary Method for Patient Scheduling Post-Disaster

- ☐ Online Portal
- ☐ Phone Calls
- ☐ Manual Scheduling

Brief Description of Alternative Billing Processes

Write something...

Target Date for Full Billing System Restoration

Enter date...

Critical Business Functions to Prioritize (Select all that apply)

- ☐ Patient Admissions
- ☐ Emergency Services
- ☐ Pharmacy Services
- ☐ Laboratory Services
- ☐ Medical Records Access

Estimated Time to Restore Telehealth Capabilities

Description of Contingency Plans for Supply Chain Disruptions

Write something...

Post-Disaster Evaluation & Improvement

Processes for assessing the effectiveness of the disaster recovery plan and making necessary improvements.

Estimated Downtime (Hours)

Enter a number...

Overall Plan Effectiveness Rating

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Summary of Lessons Learned

Write something...

Areas Requiring Improvement (select all that apply)

- ☐ Communication Protocols
- ☐ Data Backup Procedures
- ☐ Staff Training
- ☐ Vendor Coordination
- ☐ Facility Restoration

Date of Next Plan Review

Enter date...

Detailed Account of Unexpected Challenges Encountered

Write something...

Legal & Regulatory Compliance

Ensuring actions taken align with relevant laws, regulations, and healthcare standards.

Applicable Regulations (select all that apply)

- ☐ HIPAA
- ☐ HITECH Act
- ☐ State-Specific Data Breach Laws
- ☐ Emergency Public Assistance Act
- ☐ CMS Emergency Preparedness Rule

Last Reviewed/Updated Legal Documentation Date

Enter date...

Summary of Legal Counsel Consultation Regarding Disaster Recovery Plan

Write something...

Number of Legal Staff Involved in Plan Development

Enter a number...

Current Status of Business Associate Agreements (BAAs)

- ☐ All BAAs Reviewed & Current
- ☐ Some BAAs Need Review
- ☐ All BAAs Need Review

Copy of Business Associate Agreements (BAAs)

 Upload File

Documentation of Compliance with Emergency Public Assistance Act Requirements

Write something...