MEDICAL OFFICE EMERGENCY READINESS CHECKLIST

Is your practice ready for power outages, cyberattacks, or natural disasters?

Use this checklist to plan ahead for such events - keep your patients, staff, and operations safe.

Critical Operations

☐ Readiness for remote operations
☐ Alternate care space identified
☐ Priority equipment & supply list

Data Protection

☐ Implement daily data backups
☐ Ensure HIPAA compliant storage
☐ Develop cyberattack response plan

Emergency Contact Directory

☐ Local emergency services
☐ List IT Security vendor contacts
☐ Identify backup suppliers

Patient Communication Plan

☐ Setup SMS/email alert system
☐ Update and train phone tree list
☐ Prepare template messages for emergencies

Recovery & Reopening

☐ Insurance contacts available
☐ Develop inspection checklists to use post-disaster
☐ Post event debrief plan

Staff Roles in Emergencies

☐ Assign responsibilities
☐ Safety training routine schedule
☐ Conduct evacuation & shelter-in-place

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