I. PURPOSE

This standard reflects East Carolina University’s commitment to have an Emergency Mode Operations Plan for protecting its information systems containing EPHI during and immediately after a crisis situation.

II. AUTHORIZATION AND ENFORCEMENT

Health Care component management and/or administrator(s) are responsible for monitoring and enforcing this policy, in consultation with the ECU IT Security Officer, ECU HIPAA Security Officer, and ECU HIPAA Privacy Officer.

III. STANDARD

ECU Health Care Components 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. ECU workforce members must receive annual training and awareness on the Emergency Mode Operations Plan. All appropriate ECU 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.
IV. APPLICABILITY

This standard is applicable to all workforce members who are responsible for or otherwise administer a healthcare computing system. A healthcare computing system is defined as a device or group of devices that store EPHI which is shared across the network and accessed by healthcare workers.

V. PROCEDURE

1. ECU Health Care Components 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 ECU information systems containing EPHI.
   - Define procedures for how ECU Health Care Components will respond to specific emergencies that impact information systems containing EPHI.
   - Define procedures for how ECU Health Care Components, during and immediately after a crisis situation, will maintain the processes and controls that ensure the availability, integrity and confidentiality of EPHI on ECU information systems.
   - Define a procedure that ensures that authorized employees can enter ECU facilities to enable continuation of processes and controls that protect EPHI while ECU is operating in emergency mode.

2. ECU workforce members must receive annual training and awareness on the emergency mode operations plan.

3. All appropriate ECU workforce members must have access to current copy of the plan and an appropriate number of current copies of the plan must be kept off-site.

VI. COORDINATING INSTRUCTIONS

1. All section policies, standards and procedures will be reviewed annually. Every section policy, standard and procedure revision/replacement will be maintained for a minimum of six years from the date of its creation or when it was last in effect, whichever is later. Other East Carolina University, University of North Carolina system, or state of North Carolina requirements may stipulate a longer retention period.