Establishing Testing Goals

Referring to the list below as examples, select one or develop additional goals that you may include in your next drill, test or exercise:

- **Test Downtime Procedures:** Departments demonstrate ability to carry out essential functions for 4 hours using downtimes procedures for EHR outages.

- **Test Telecommuting Strategy:** Conduct a work-from-home day with all departments in administration building.

- **Test Department BCP:** Conduct a drill with one department involving relocation and resumption of essential functions as defined in the departmental BCP.

1. _____
_____
_____

2. _____
_____
_____

3. _____
_____
_____

Scenario and Questions

Using the table below, provide the questions to your tabletop participants **leaving the "OBJECTIVE/DESIRED OUTCOME AND POLICY/PROCEDURES columns empty.** (The questions below are sample questions. You may change or add at your discretion.)

Facilitators are provided a similar table populated with the questions, objectives/desired outcomes and if applicable the policy/procedure that participants should be referencing to respond to the question.

This document is intended to assist them with coaching participants towards the desired outcome or to measure performance.

QUESTIONS	OBJECTIVE/DESIRED OUTCOME	POLICY/PROCEDURE
<insert scenario to help achieve goals and objectives>		
1. Would the HCC be activated? If so when?		
2. Where are your downtime forms? Do you know where to collect reports, view only patient data (e.g. BCAs for EPIC users), etc? How long can you continue to operate without mission critical application(s) using downtime procedures? When will there be a reduction in services? Is there a risk to patient safety?		
3. What information will you need from impacted departments? How will that be collected and communicated (with administrator on duty, impacted departments and if appropriate the HCC)		

QUESTIONS	OBJECTIVE/DESIRED OUTCOME	POLICY/PROCEDURE
4. What is your current census? Do you have space to relocate patients if needed? Which patient areas have been impacted? Does the alternate space have the resources needed to continue safe care? If not, what are your options?		
5. Will you need to redirect patients to other hospitals? How do you		
6. What is the status of utilities and critical supplies?		
7. Contact supply chain. How are they planning to ensure delivery of critical supplies? Ask them to call suppliers and request an ETA for delivery of a specific order if this was a real event.		
8. When will you begin to consider discharges, rescheduling of complex surgeries, or closing ambulatory services?		
9. When will you begin to consider a reduction of services or closing of facilities?		
10. What is your communication plan? What is your message to staff, patients, and other stakeholders? How will you deliver those messages?		