



# Resolve to be Ready Kentucky

KPhA Pharmacy Emergency Preparedness



## Be Disaster Aware - Take Action to be Prepared

### CONTINUITY OF BUSINESS OPERATIONS PREPARE RESPOND RECOVER

A Continuity of Business Operations Plan (COOP) represents planning and preparedness efforts to ensure that primary and essential functions continue to be performed during a wide range of emergencies, including localized acts of nature, and technological or attack-related emergencies.

KPhA provides a CE program to all members on the Continuity of Business Operations Plan.

#### **Importance of a Continuity of Business Operations Plan (COOP)**

- Protect employees, community, environment, business
- Provide pharmaceutical services to community with minimal interruption in services
- Enhance ability to recover from financial losses, damage to building and equipment

#### **Community Resilience**

- Pharmacists are part of the critical healthcare infrastructure and community recovery
- Pharmacists play an important role in local response to assist the public during response efforts

#### **Prepare Ahead of Time**

- Assemble list of employees, their families, hospitals, physicians, wholesalers, delivery services, emergency management, local and state public health contacts
- Develop COOP, identify roles and train employees
- Off-site records storage
- Server back-up
- Perform risk assessment of building
- Store emergency supply kit and first aid kit in pharmacy
- Develop evacuation plan and schedule drills
- Develop Go-Box with insurance policies, maintenance and building contracts, equipment list, vendor contracts, utility companies, business financials
- Identify temporary meeting site for employees
- Develop plan for relocation of pharmacy or operations
- Develop family and pet preparedness plan

#### **Response During Disaster**

- Contact employees, activate COOP
- Communication with KPhA, BOP, DEA
- Protect inventory, records, equipment
- Records back-up
- Quarantine medications if unable to maintain proper storage
- Power outages
- Refill authorizations

#### **Pharmacy Restoration**

- Assess employee needs and staffing
- Assess damage to building; perform risk assessment
- Monitor prescription needs and assure delivery of medications from suppliers

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