Policy Title: Disaster Recovery Plan			
Department Responsible: THN ACO Operations	**Policy Number:** OP-102	**THN's Effective Date:** January 1, 2022	**Next Review/Revision Date:** September 30, 2023
Title of Person Responsible: Assistant Director of ACO Operations	**THN Approval Council:** THN Operations Committee	**Date Approved:** June 8, 2023	

I. **Purpose.** The purpose of OP-102 is to outline Triad HealthCare Network's (THN's) streamlined procedure for recovering to its normal operational state should a disaster occur.

II. **Policy.** THN defines a disaster as any event that affects its information systems and, as a result, interferes with the operations of its business. Examples are fire, flood, hardware failure of critical elements (i.e., server), software failures, theft, chemical/radiation hazard, and sabotage. THN's definition of recovering from a disaster is taking all the actions needed to restore the systems to their normal operational state.

III. **Procedure.**

A. THN will take the following steps in preparation to perform a disaster recovery:

1. THN will train its workforce to recognize and report a disaster.
2. THN will organize its workforce responsibilities during a recovery so that the company is not dependent on only one person for any critical step.
3. THN workforce members will report disasters to THN's HIPAA Privacy Officer. THN's HIPAA Privacy Officer will then make the formal determination as to whether to classify the event as a disaster.
4. THN will store paper backup copies of key disaster-related documents in an offsite location. These documents will include a list of support contacts – vendor, reseller, and/or support group contact information for all its software and hardware.
5. THN will keep a detailed checklist for each IT asset, such as the server, PCs, router, network switch, databases, and software programs containing tasks that must be completed to recover that asset. The list will include key data about the asset, including the party responsible for the diagnosis and, if needed, repair, replacement, and/or rebuilding of a device.

6. THN will have current copies of its system data and software available at an offsite location, as specified in its Data Backup Plan.

B. Once a disaster has been certified, THN will:
   1. Use THN's HIPAA Privacy Officer or designee to facilitate the recovery. 1The facilitator will direct the recovery process, coordination, and communication of the actions of the various parties that are involved in the recovery.
   2. Determine which devices/software (i.e., server, PCs, power units, A/C units) are not functioning normally, conferring with the appropriate staff, vendors, and other support personnel to make this determination. When in doubt about the status of the device, THN will depend on the party responsible to make this determination.
   3. Contact the appropriate parties responsible for the devices/software to be recovered. Guidance and other recovery activities from these parties are key contributors to the recovery process.
   4. After all the non-functioning assets have been restored, follow the instructions of the designated workforce member as to what to do when the system is again available.

Date	Reviewed	Revised	Notes
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August 2022	X		No changes
December 2022	X		Reviewed for REACH – no changes