



## Oklahoma State University

<b>Title: Contingency Operations</b>	<b>Policy #: SEC-09.01</b>
<b>Category: HIPAA Compliance</b>	<b>Authority: 45 CFR § 164.310(a)(2)(i)</b> <b>HIPAA SECTION:</b>
<b>Standard: Facility Access Controls</b>	<b>Responsibility: Health Care Components</b>
<b>Effective Date: 4/20/2005</b>	<b>Pages: Page 1 of 1</b>
<b>Approved By: OSU Legal Counsel</b>	<b>Revised: 7/1/2013</b>

### **PURPOSE:**

Identify contingency operations for security of PHI and facilities

### **POLICY:**

OSU will establish (and implement as needed) procedures that allow facility access in support of restoration of lost data under the disaster recovery plan and emergency mode operations plan in the event of an emergency. §164.310(a)(2)(i)

In the event of disaster or emergency, OSU security personnel and/or its contractors will monitor and restrict access to the building or areas housing any form of PHI.

### **PROCEDURE:**

At the occurrence of a disaster or emergency, the security vendor and/or Campus Police will contact the Director of Campus Police, the Medical Director, and the Director of Clinic Financial Operations. The vendor and/or Campus Police will then secure all areas as necessary. Operations will then be based upon the facility contingency plan.

### **REFERENCE:**

Contingency Plan policy SEC-06.03 Emergency Mode Operations.