

Date 06/15/2007  
 Rev date 1: 12-05-07  
 Rev date 2:  
 Name Kathie Raisler  
 Extension #: 22429

BC Business Analysis Tool

Program Area: McCoy ( Main) Laboratory

Priority: Short and Long Term Critical (Same)-  
 Personal Based Services

<p><b>Activities/Services</b></p> <ol style="list-style-type: none"> <li>1. F/U on ongoing testing</li> <li>2. New testing received from open sites – processing and testing</li> <li>3. STD Clinic support</li> <li>4. Critical lab F/U</li> <li>5. Technical lab support ( autoclaving, media preparation, etc)</li> <li>6. Lab office support ( phone/fax communication, EPIC entry, etc. I &amp;R)</li> <li>7. Back-up for Corrections Clinics – testing</li> <li>8.</li> <li>9.</li> <li>10. Support of Emergency Preparedness activities ( Communicable Diseases testing)</li> </ol>	<p style="text-align: center;"><b><u>CHAIN OF COMMAND</u></b>  <b><u>For MCHD Main Laboratory</u></b></p> <p style="text-align: center;">Kathie Raisler– Laboratory Administrator              Tana Saint– Laboratory Specialist, Lead              Jane Civiletti – Laboratory Specialist              Chris Nytko – Laboratory Specialist              Gary Funatake- Laboratory Specialist              Kim Bruneau - Laboratory Technician              Jan Bitney - Laboratory Specialist              Ronda Lenzer – Health Assistant              Julia Colvin - Laboratory Specialist              Krista Fogel- Laboratory Technician</p> <p>This command structure is based on multiple factors: Education, Training in ICS, Experience in county, Seniority in class, Proximity to the Laboratory and Willingness to perform this duty if needed.</p>
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<u>People</u>			<u>Process</u>		
Current Practice	≤ 3 Days Plan A ( 1or more clinics closed – NOT McCoy)	>3 Days Plan B ( McCoy Closed)	Current Practice	≤ 3 Days Plan A ( 1or more clinics closed – NOT McCoy)	>3 Days Plan B ( McCoy Closed)
<b>1</b> 1 staff	1 staff for ½-1 day	If McCoy lab is accessible then same as Plan A  If McCoy lab is NOT accessible then no staff needed	Routine work – staff cross trained to do work and cover for each other in times of vacation or sick leave	Routine work – staff cross trained to do work and cover for each other in times of vacation or sick leave	If Lab is accessible, use call down list to staff lab – if Lab cannot be accessed-then no staff needed Use call down list to divert staff to other location(s) as needed
<b>2</b> 6 staff	If all sites are closed then no staff – because no new tests will arrive  If 1-3 sites are open then 1staff  If more sites are open – staff need are .5 staff per primary care site open	No staff needed	Routine work – staff cross trained to do work and cover for each other in times of vacation or sick leave	Use call-down list to staff McCoy and deploy technical staff to open sites as needed – send specimens to Reference lab	Use call-down list to deploy technical staff to open sites as needed – send specimens to Reference lab
<b>3</b> 1 staff	1 staff with option of staying in the	No staff needed - if STD re-locates then	Scheduled on a ½ day per person	Staff STD Clinic– covering the entire	Use call-down list to deploy technical staff

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<u>People</u>			<u>Process</u>		
Current Practice	≤ 3 Days Plan A ( 1 or more clinics closed – NOT McCoy)	>3 Days Plan B ( McCoy Closed)	Current Practice	≤ 3 Days Plan A ( 1 or more clinics closed – NOT McCoy)	>3 Days Plan B ( McCoy Closed)
	main laboratory using the dumb waiter for specimen transport (UNLESS the phone system is down then staff to be on site at STD	1 staffing will need to be at new location	rotation – covering the entire time STD Clinic is open	time STD Clinic is open	to relocated STD Clinic or to open sites as needed -
<b>4</b> partial staff,	Task can be done by staff person covering #1, #2 or #3 functions	No staff needed	Routine work function for staff	Task can be done by staff person covering #1, #2 or #3 functions	Critical test results will not come from McCoy – Call Reference lab to divert calling critical results to open primary care clinics or to on-call provider as per after-hours protocol
<b>5</b> <b>1 staff</b>	Can be done by #1 – or left for a day or two – if longer than two days, would take one staff person	If McCoy Lab is accessible, can be done by #1 – or left for a day or two – If McCoy lab is not	Routine work with back-up as needed	Call-down list to staff McCoy - could divert support staff to other locations as needed.	Use call-down list to deploy technical staff to open sites as needed

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<u>People</u>			<u>Process</u>		
Current Practice	≤ 3 Days Plan A ( 1or more clinics closed – NOT McCoy)	>3 Days Plan B ( McCoy Closed)	Current Practice	≤ 3 Days Plan A ( 1or more clinics closed – NOT McCoy)	>3 Days Plan B ( McCoy Closed)
		accessible – then none needed			
<b>6 1 staff</b>	1-2 staff: note, Phone usage INCREASES during times of clinic closures – technical staff cannot do testing AND answer phones.	If McCoy Lab is accessible, then same as Plan A  If McCoy Lab is NOT accessible – then none	Scheduled and backed-up by staff	Call-down list to staff McCoy -	Use call-down list to deploy technical staff to open sites as needed
<b>7 1-2 staff</b>	This is dependant on need of the site and on request only – maybe 1-2 staff	Same as Plan A	On request only –	Call-down list to staff McCoy – then staff MCDL / MCCC if requested	Use call-down list to deploy technical staff to open sites as needed
<b>8</b>					
<b>9</b>					
<b>10</b>					

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BC Business Analysis Tool

Program Area: McCoy ( Main)Laboratory

Priority: Short and Long Term Critical (Same)-Personal Based Services

Activities/Services
<ol style="list-style-type: none"> <li>1.F/U on ongoing testing</li> <li>2.New testing received from open sites – receiving, processing, testing or sending out specimens to reference labs</li> <li>3.STD Clinic support</li> <li>4.Critical lab F/U</li> <li>5.Technical lab support ( autoclaving, media preparation, etc)</li> <li>6.Lab office support ( phone/fax communication, EPIC entry, etc. I &amp;R)</li> <li>7. Back-up for Corrections Clinics – testing</li> <li>8.</li> <li>9.</li> <li>10. Support of Emergency Preparedness activities ( Communicable Diseases testing</li> </ol>

<u>Facilities</u>			<u>Technology/Equipment</u>		
Current Practice	< Days Plan A ( 1or more clinics closed – NOT McCoy)	> Days Plan B (McCoy Closed)	Current Practice	≤ 3Days Plan A ( 1or more clinics closed – NOT McCoy)	>3Days Plan B (McCoy Closed)
1- 7 .10 <sup>th</sup> floor McCoy must have gas, water and electricity	Same as Current Practice	If McCoy Lab is accessible, then same as Current Practice– Lab is on E-circuitry for vital functions – can bring in Propane for autoclaving and	Fax, telephones, PC with access to EPIC – Testing equipment: incubators, refrigerators, freezers, microscopes,	Same as Current Practice	If McCoy Lab is accessible – same as Current Practice depending on what infrastructure parts are functioning – if possible move specimens that need

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<u>Facilities</u>			<u>Technology/Equipment</u>		
Current Practice	< Days Plan A ( 1or more clinics closed – NOT McCoy)	> Days Plan B (McCoy Closed)	Current Practice	≤ 3Days Plan A ( 1or more clinics closed – NOT McCoy)	>3Days Plan B (McCoy Closed)
1.continued		media making if gas is out, can use stored water for temporary if necessary – can bring in generator if needed	Hematology and T-cell analyzers, autoclaves, bio-safety hood, chemical hood		F/U and testing materials to other locations or to reference lab to process. Cannot move large equipment for short term problem – can use clinic lab location as alternate site for bacteriology, Parasitology and serology.  If McCoy Lab is NOT accessible – there is nothing to be done
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Program Area: \_\_\_\_\_ Priority: \_\_\_\_\_

Activities/Services
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<u>Communication</u>		
3 Days		
Current Practice	≤ 3 Days Plan B ( 1 or more clinics closed – NOT McCoy)	> 3 Days Plan A (McCoy closed)
1- 7. Staff scheduled	Internal: Same as Current Practice – staff expected to come in to work – Call down list may be used to re-deploy staff as appropriate	Internal: If McCoy lab is accessible, same as Plan A  If McCoy Lab is NOT accessible – use call down list to re-deploy staff as

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<b><u>Communication</u></b>		
3 Days		
Current Practice	≤ 3 Days Plan B ( 1or more clinics closed – NOT McCoy)	> 3 Days Plan A (McCoy closed)
	<p>Will need to communicate w/ FREDS about internal courier changes and relay to open clinic locations about what to do with specimens – could use cabs if they are running.</p> <p>External: Communicate with Quest and State about their courier systems and relay what to do with specimens to open sites -</p>	<p>appropriate</p> <p>External: Communicate with Quest and State about their courier systems and relay what to do with specimens to open sites -</p>
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		
<b>6.</b>		
<b>7.</b>		
<b>8.</b>		
<b>9.</b>		
<b>10.</b>		

**TRAINING AND STAFF ORIENTATION**

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1) Date: \_\_\_\_\_ Reviewed and updated plan. \_\_\_\_\_  
Manager's signature

2) Date: \_\_\_\_\_ Reviewed plan with staff. \_\_\_\_\_  
Manager's signature

3) Date: \_\_\_\_\_ Reviewed plan with substitute staff. \_\_\_\_\_  
Manager's signature

4) Date: \_\_\_\_\_ Reviewed plan with a relevant stakeholders (i.e. vendors, contractors, & community reps.).

\_\_\_\_\_  
Manager's signature