NYC Health

Business Continuity Planning Workshop

Evaluation Materials

Revised October 2017

PCEPN
Primary Care Emergency Preparedness Network

Business Continuity Planning Workshop Pre-Test

Name or title:

[   ]

Organization:

[   ]

1. If you have an emergency operations plan, you do not need a business continuity plan.

    a. True

    b. False

2. Business continuity planning can help your organization do all of the following, except:

    a. Minimize liability

    b. Maintain the public image of your organization or public trust in your providers

    c. Respond to a specific hazard during an emergency or disaster

    d. Protect patient safety by ensuring consistent access to care

    e. All of the above

3. What is the correct order for developing a business continuity plan for your organization?

    a. Perform a risk assessment; create a planning team; identify and prioritize essential services; conduct exercises; document response and recovery actions in a plan document; train staff in their roles.

    b. Create a planning team; identify and prioritize essential services; perform a risk assessment; conduct exercises; document response and recovery actions in a plan document; train staff in their roles.

    c. Create a planning team; perform a risk assessment; identify and prioritize essential services; document response and recovery actions in a plan document; train staff in their roles; conduct exercises.

    d. Identify and prioritize essential services; create a planning team; perform a risk assessment; document response and recovery actions in a plan document; train staff in their roles; conduct exercises.

    e. Create a planning team; identify and prioritize essential services; perform a risk assessment; document response and recovery actions in a plan document; train staff in their roles; conduct exercises.

4. Essential services

      a. Bring in the most revenue for your organization

      b. Must continue with little or no business interruption during an emergency or disaster

      c. Involve only the clinical providers in your organization

      d. Are required by regulatory bodies

      e. All of the above

5. Executive-level staff should determine essential services for your organization.

      a. True

      b. False

Business Continuity Planning Workshop Post-Test

Name or title:

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Organization:

<div style="border:1px solid #ccc; height:40px;"></div>

1. If you have an emergency operations plan, you do not need a business continuity plan.

    a. True

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2. Business continuity planning can help your organization do all of the following, except:

    a. Meet compliance, regulatory and funding requirements

    b. Minimize liability

    c. Maintain the public image of your organization or public trust in your providers

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Business Continuity Planning Workshop Post-Test

Answer key

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✓   b. False

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      a. True

✓   b. False

Business Continuity Planning Workshop Evaluation Form

Name or title (optional):

Organization (optional):

Date:

Please state how much you agree with each statement (check one response for each question):

Description	Strongly Disagree	Disagree	Unsure	Agree	Strongly Agree
1. The course described the importance of business continuity planning (BCP) to PCEPN members.					
2. The course defined the key aspects of BCP.					
3. Participants were given instruction in how to identify and prioritize essential services for their organization.					
4. The course reviewed critical business continuity plan elements.					
5. Participants were given instructions for building their business continuity plans using the tools provided.					
6. The course followed a logical order and was easy to follow.					
7. The length of the course was appropriate.					
8. The presenters were knowledgeable and actively engaged participants in discussion.					

9. Please rate the overall value of this workshop in assisting your organization with developing its business continuity plan (circle one):

Poor	Fair	Good	Very Good	Excellent

10. Is there any other information you think should be included in future PCEPN BCP workshops? Use the space below and/or on the back of this evaluation form to note what should be included.

Thank you! Your feedback is greatly appreciated.