



# Participant Guide

**Minnesota Healthcare System  
Business Continuity Planning Workshop  
Central Region**

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This program is funded through the Healthcare System Preparedness Program

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# Minnesota Healthcare System Business Continuity Planning Workshop

## Workshop Participant Guide

### Overview

This workshop takes an integrated approach to emergency management and healthcare continuity planning. It is about being prepared to manage incidents that stretch a facility's ability to cope beyond normal day-to-day capacity. This includes events that interrupt a facility's ability to carry out essential services through all levels of potential emergencies.

The program is designed to equip healthcare leaders and emergency managers with the competencies and tools required to establish an integrated framework for emergency operations and business continuity programs.

At the end of this workshop, you will be equipped with the basic knowledge and tools to further your business continuity and emergency management planning and integration efforts.

### Additional Resources

Your resources and references document includes access to a portal for further peer-based information sharing as well as tools, templates and samples to assist you. Some examples of what is available include:

1. Electronic version of tools used for exercises in this workshop
2. Basic Business Continuity Excel Template that can be used for individual direct patient care units, supports ancillary services, business and technology units in healthcare
3. Healthcare Business Continuity checklists

### Evaluation

Please complete the one-page (yellow) paper evaluation as we complete each segment today. The evaluation asks you to please identify what went well and what could be improved.

Upon handing in your evaluation at the end of the workshop you will be given a certificate of attendance.

Questions can be directed to Angela at [adevlen@wakefieldbrunswick.com](mailto:adevlen@wakefieldbrunswick.com)