



## BUSINESS CONTINUITY PLANNING REQUIREMENTS FOR VENDORS, CONTRACTORS AND SUPPLIERS

### A. Definitions:

*"Business Continuity Plan"* means a collection of procedures and information which is developed, compiled and maintained in readiness for use in the event of an emergency or disaster.

*"KP"* means the integrated health care delivery organization doing business as Kaiser Permanente™, which includes Kaiser Foundation Health Plan, Inc. and its subsidiaries, Kaiser Foundation Hospitals and the Permanente Medical Groups.

*"Supplier"* means a vendor, contractor or supplier who is providing goods or services to a Customer.

### B. Requirements.

KP requires critical suppliers to maintain and routinely test comprehensive Business Continuity Plans to ensure appropriate and timely recovery of services to KP during times of business interruption.

Each Supplier must maintain a Business Continuity Plan. The Business Continuity Plan must address methods to minimize the impact of an event on the health and safety of KP physicians, employees, and members and to ensure consistent quality performance and service from essential suppliers.

A Business Continuity Plan should be reviewed and updated as required by operational needs but in no case less frequently than once per year. Revisions should address changes to technology, functions, procedures, or personnel that could impact the integrity and viability of the recovery plan.

Supplier is responsible for ensuring that its subcontractors and suppliers maintain and test their Business Continuity Plans.

Upon request, Supplier must provide its Business Continuity Plan to KP for review. For those supplier determined to be essential to KP's operations, the suppliers will be required to participate in Business Continuity Planning testing.

Upon request, Business Continuity Plans must be emailed to the Kaiser Permanente Business Continuity Management department at [bcm@kp.org](mailto:bcm@kp.org) or mailed to:

Business Continuity Management  
Kaiser Permanente  
1800 Harrison Street, 18<sup>th</sup> Floor  
Oakland, CA 94612