



This document is an example of a pandemic response action list found within the BOLDplanning.com platform. The BOLDplanning platform allows you to manage Continuity of Operations Plans (COOPs), Business Continuity Plans (BCPs), Emergency Operations Plans (EOPs) and healthcare Emergency Continuity Plans (ECPs) from a single online source. Contacts, teams, orders of succession, delegations of authority and other functions are seamlessly tied together to make plan development and maintenance easier and more effective.

## PANDEMIC EVENT ACTION LIST FOR CONTINUITY PLANNING

### Pandemic Event Risk Description

A pandemic is an epidemic of infectious disease that has spread throughout a population across a large region past what is considered "normal." Historical pandemics include outbreaks of plagues, smallpox, tuberculosis, measles, malaria, yellow fever, leprosy, typhus, cholera and influenza. Contemporary pandemics are not limited to this list, but if one does occur, it will most likely be a mutated form of one of these. They are characterized by their rate infection, spread and death. Limiting social interaction, health care, and personal hygiene are paramount in preventing further spread of a pandemic.

### Pandemic Potential Impact

The impacts of a pandemic are related to its prognosis. If the disease is debilitating, a significant, but temporary, shortage of office personnel can be expected to hinder operational effectiveness. If the disease is terminal, greater long-term problems will exist for the organization. In either case, medical facilities and services will be strained. It is possible a pandemic will result in measures to contain the disease that could limit or shut down travel. A transportation disruption can hinder operational effectiveness and delivery times.

<b>Pandemic Probability</b> (1=Unlikely, 2=Possible, 3=Likely, 4=Highly Likely):	<b>2 - Possible</b>
<b>Pandemic Severity</b> (1=Negligible, 2=Limited, 3=Critical, 4=Catastrophic)	<b>3 - Critical</b>
<b>Warning Time</b> (1=24+ hours, 2=12-24 hours, 3=6-12 hours, 4=Less than 6 hours)	<b>1 - 24+ hours</b>
<b>Duration</b> (1=Less than 6 hours, 2=Less than 1 day, 3=Less than 1 week, 4= > 1 week)	<b>4 -&gt; 1 week</b>

### Preparedness (Pre-Event) Actions for Pandemic Event

- Develop a communication plan/phone tree for key staff and management within the organization
- Establish policies and practices, such as flexible worksites (telecommuting) and flexible work hours (staggered shifts) when possible to increase the social distancing between personnel at work
- Notify all personnel of the organization's Pandemic event plan to explain what policies are in place, including workplace/leave flexibilities, pay, and benefits
- Purchase supplies to encourage healthy habits in the workplace ( tissues, soap, alcohol-based hand cleaners)
- Ensure adequate supplies of hand sanitizer are maintained and placed in multiple locations in the workplace
- Order vaccine for Key Staff/High Impact staff members

Encourage respiratory etiquette by providing education/reminders about covering coughs and sneezes with tissues	<input type="checkbox"/>
Dispense preventative vaccine to Key Staff/High Impact staff members	<input type="checkbox"/>
Instruct all personnel on the preparation of individual 72-hour kits	<input type="checkbox"/>
Ensure each employee has prepared an individual, seasonally-appropriate 72-hour kit	<input type="checkbox"/>
Prepare a sufficient number of department emergency preparedness and evacuation 72-hour kits for each organizational facility	<input type="checkbox"/>
Inspect department emergency preparedness and evacuation 72-hr kits on a quarterly basis	<input type="checkbox"/>

### Response (During Event) Actions for Pandemic Event

Prioritize life safety.	<input type="checkbox"/>
Ensure the safety and accountability of all personnel	<input type="checkbox"/>
Check-in with immediate supervisor on a regular basis to report status and availability	<input type="checkbox"/>
Personnel with symptoms should notify their supervisor and stay home	<input type="checkbox"/>
Advise personnel to be aware of any signs of fever or other influenza-like illness before reporting to work each day	<input type="checkbox"/>
Conduct active screenings of personnel when they arrive at work	<input type="checkbox"/>
Conduct roll-call of personnel	<input type="checkbox"/>
Clean commonly touched surfaces such as workstations, countertops, doorknobs, and light switches	<input type="checkbox"/>
Close all non-essential facilities such as fitness centers, lunchrooms, and other high congregation areas	<input type="checkbox"/>
Close facilities and workspace to all non-essential personnel	<input type="checkbox"/>
Cancel all non-essential face-to-face meetings	<input type="checkbox"/>
Arrange for alternative meeting types, such as conference calls or internet chat rooms	<input type="checkbox"/>
Maintain situational awareness (SITSTAT)	<input type="checkbox"/>
Maintain status report of all essential equipment (RESTAT)	<input type="checkbox"/>
Document all response activities	<input type="checkbox"/>

## Recovery (Post Event) Actions for Pandemic Event

Provide Critical Incident Stress Debriefing (CISD) to all responders and employees	<input type="checkbox"/>
Report any deaths or injuries to Human Resources	<input type="checkbox"/>
File necessary claims	<input type="checkbox"/>
Reassign critical responsibilities to available personnel	<input type="checkbox"/>
Resume normal operations	<input type="checkbox"/>
Update the organization's Pandemic plan to incorporate any new findings and/or strategies	<input type="checkbox"/>
Review and update the current comprehensive emergency management plan from identified deficiencies or issues encountered during the event	<input type="checkbox"/>
Prepare an After Action Report (AAR).	<input type="checkbox"/>

## Mitigation Actions for Pandemic Event

Provide security for facility	<input type="checkbox"/>
Develop a business impact analysis to determine the potential effects on the workplace due to increased absenteeism generated by a pandemic event	<input type="checkbox"/>
Review the comprehensive emergency management plan quarterly and update as necessary	<input type="checkbox"/>

### About BOLDplanning Inc.

BOLDplanning Inc. is the preeminent developer of online solutions for Emergency Operations Planning (EOP), Continuity of Operations Planning (COOP), Business Continuity Planning (BCP) and Hazard Mitigation Planning (HMP).

Our comprehensive online platform walks planners through each step of the continuity and emergency planning process, becoming the central resource for an organization's plan development, training and ongoing maintenance. Our consulting team is unrivaled in its knowledge and experience.

The BOLDplanning approach provides an unparalleled platform for both the public and private sector, making the critical process of contingency planning easy and efficient. Currently, BOLDplanning is the solution of choice for more than 10,000 organizational plans.

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