

Business Continuity Planning Checklist Responding to an Influenza Pandemic

The following is a checklist of the key risks to the continuity of your business activities in the event of an influenza pandemic and of preparatory actions that can be taken to respond. Guidance on completing the checklist is provided in Section 2 of this publication and illustrative case studies of how similar organisations are preparing can be found in Section 3.

1. Planning Activities

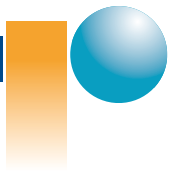
Not Started	Underway	Complete	
			1.1 Assign responsibility for planning and preparedness to a senior executive and a deputy
			1.2 Obtain information on pandemic influenza
			1.3 Consult within the company and with labour representatives
			1.4 Consult with suppliers
			1.5 Assess 'High Level' impact on your business and attach appropriate priority to the planning process
			1.6 Develop a plan
			1.7 Establish authorities, triggers and procedures for implementing plan
			1.8 Test plan in exercises
			1.9 Share best practice with other businesses
			1.10 Revisit plan periodically





2. Business Issues to Address

Not Started	Underway	Complete	
			2.1 Identify critical activities and the employees and inputs required to maintain them
			2.2 Consider the possible impact of employee absences
			2.3 Consider the possible impact of disruption to the supply of inputs
			2.4 Examine the likely impact of a pandemic on your market and on your customers' requirements
			2.5 Identify and agree strategic imperatives
			2.6 Understand the business need for face-to-face meetings during a pandemic
			2.7 Understand the special needs of some employees during a pandemic
			2.8 Consider the issues for business related travel during a pandemic
			2.9 Consider the financial management implications of a pandemic
			2.10 Examine the extent to which others will be dependent on your business in the event of a pandemic
			2.11 Consider the circumstances under which you might decide to scale back or suspend operations during a pandemic



3. Measures to Underpin Continuity

Not Started	Underway	Complete	
			3.1 Nominate deputies
			3.2 Cross-train, and identify alternative sources of labour
			3.3 Communicate with staff in a manner appropriate to the current state of pandemic alert
			3.4 Prepare emergency communications plan
			3.5 Plan for increased take-up of employee welfare services
			3.6 Prepare policies on sick leave and compassionate leave during a pandemic
			3.7 Prepare policies on foreign travel during a pandemic
			3.8 Plan for the needs of staff overseas
			3.9 Make arrangements to assure supplies in the event of a pandemic
			3.10 Consider the possibility of changes to your product, your service, or your interaction with customers, during a pandemic, and plan for any changes you consider appropriate
			3.11 Review insurance coverage



4. Responding to Workplace Risks in a Pandemic

Not Started	Underway	Complete	
			4.1 Prepare policies on hygienic employee behaviour during a pandemic
			4.2 Plan to provide for hand washing, hand hygiene, tissue disposal and other facilities
			4.3 Plan for frequent and effective cleaning of the workplace
			4.4 Prepare policies on attendance by employees who are infected, or are suspected to be infected, with influenza
			4.5 Plan measures to reduce face-to-face contact with customers/ suppliers and between employees from different sites
			4.6 Identify work organisation measures that can be taken to reduce potential for employees who are in the workplace to infect each other
			4.7 Prepare policies on flexible work locations (e.g. teleworking) and flexible working times (e.g. shiftworking)
			4.8 Provide ICT infrastructure to support teleworking and remote customer interaction

Signed

Executive Responsible