

Initial Pandemic Preparedness Checklist for Organizations (Prepared by the Blue Cascades IV Scenario Design Team)

The following questions should be used as an initial checklist to gauge the level of preparedness your organization has developed so far to deal with an influenza pandemic. Please review within your organization with appropriate personnel and use as an initial set of guidelines for assessing and improving current pandemic business and operations continuity plans.

Note: The first set of questions focuses on organizational *internal* needs and activities. The second set of questions focuses on organizational *external* needs and activities to address “outsides the fence” interdependencies concerns (i.e., assuring essential services and products, supply chains and logistics, and business practices).

Question Set I: Internal Organizational Needs and Activities

- 1. Does your organization have a pandemic response plan?**
 - a. If so, what are the triggers which activate your pandemic response plan?**
 - b. What is the concept-of operations (i.e., set of procedures to follow) in activating your organization’s response plan?**
- 2. Have personnel in your organization received training on this plan and understand their own specific responsibilities?**
- 3. Has your organization identified and prioritized its essential functions and made plans to ensure their continuity?**
- 4. What are the physical and information systems necessary for the performance of these essential functions?**
 - a. Do these systems require human interaction?**
 - b. Can these systems function without human intervention/maintenance? If so, for how long?**
- 5. Has your organization identified the vital records and databases to sustain its essential functions and how they will be safeguarded, accessed, and maintained during a pandemic?**
 - a. Have locations been identified where essential software applications and backup records are stored?**
 - b. Are the storage locations readily accessible by technicians if regular staff is unavailable because of illness?**

4. If your organization plans to rely on “telework” during a pandemic, how will it ensure access to important information and the security of that data?
5. Does your organization have complete and up-to-date orders of succession and delegation?
6. Has your organization identified specific personnel critical to the performance of its essential functions?
 - a. Are there trained additional personnel to perform these functions if necessary?
 - b. How quickly new service technicians be vetted if the normal service calls in sick.
 - c. Are the preparedness plans for employees different for contractors, partners, and union members as opposed to professional staff?
7. What policies does your organization have for handling employees who have difficulty getting to work during a pandemic due to their dependence on public transit or carpooling, or because of a disability?
8. What plans does your organization have in place for supporting the mental and emotional health of your employees as the pandemic continues and deaths of friends and family members occur?
9. Other?

Question Set II: External Organizational Needs and Activities

1. What suppliers and contractors provide services necessary for the performance of your organization’s essential functions?
2. Has your organization developed plans and conducted sessions and exercises focusing on different business or operational functions to determine and test actions that will be taken during a pandemic?
3. Has your organization taken steps to coordinate its pandemic preparedness/continuity of operations or business plans with its suppliers and service providers?
 - a. What plans are in place to ensure effective communication and coordination with them during a pandemic?

- 4. What plans does your organization have in place for ensuring the continuation of essential services in the event of interruptions in gas, water, telephone, electrical services, and Internet service?**
- 5. Does your organization have a pandemic coordinator?**
 - a. If so, what are this individual's specific responsibilities?**
 - b. Does this individual know who their counterparts are in other organizations with which there are interdependencies?**
 - c. Is there a back-up coordinator?**
- 6. Other?**