# HHS/CDC Business Pandemic Influenza Planning Checklist Data Import Guide

In the event of pandemic influenza, businesses play a key role in protecting employees’ health and safety as well as limiting the negative impact to the economy and society. Planning for pandemic influenza is critical. To assist organizations in their efforts, the Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) developed the following checklist for large businesses. It identifies important, specific, activities that large businesses can enforce now to prepare, many of which will also help in other emergencies.

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## Release history

Last updated: May 2020

## Overview

### Key Features and Benefits

The import allows you to create a new BCDR plan with pandemic outbreak response tasks outlined by HHS and CDC.

### Prerequisites

| Solution | Use Case |
| --- | --- |
| Business Resiliency | HHS/CDC Business Pandemic Influenza Planning Checklist requires the Business Continuity & IT Disaster Recovery Planning use case in order to import the content. |

## Components

### Architecture

A three-part import is required to properly link the content. The first level of the import is at the BCDR plan level. The second level is imported to the recovery strategies level. The third level of the import is recovery tasks. Once all levels are imported in the correct order the content will be properly linked and show up in your instance as a new BCDR plan.

### Applications

| Application | Description |
| --- | --- |
| BC/DR Plans | Import the .csv file named “20.4\_BC\_DR\_01\_Plans.csv” into the BCDR Plans application. This import creates the HHS/CDC Business Pandemic Planning plan in your instance. |
| Recovery Strategies | Import the .csv file named “20.4\_BC\_DR\_02\_RecoveryStrategies.csv” into the Recovery Strategies application. This import creates the corresponding strategies and ties them to the previously created plan. |
| Recovery Tasks | Import the .csv file named “20.4\_BC\_DR\_03\_RecoveryTasks.csv” into the Recovery Tasks application. This import creates the tasks for each of the previously created strategies. |

## Importing the HHS/CDC Business Pandemic Influenza Planning Checklist

### Overview

Complete the following to install the application.

#### Task 1: Prepare for the import

1. Ensure that your Archer system meets the following requirements:
   * Archer Platform version 6.7
2. Download the content install package from the Archer Exchange on this link:
   * <https://community.rsa.com/docs/DOC-111845>
3. Unzip the files in the downloaded.

#### Task 2: Change application key fields

You will need to temporarily change the Key fields for the applications utilized for this import.

1. Go to Administration > Application Builder > Applications
2. Navigate to the BCDR Plans application
   1. Make note of the current Key field, as it will be restored in the final step.
   2. Change the Key field to Plan Name.
   3. Click Save.
3. Go to the Recovery Strategies application
   1. Make note of the current Key field, as it will be restored in the final step.
   2. Change the Key field to Strategy Name.
4. Click Save.

#### Task 3: Import the data

Import the three files in the downloaded folder. The files are ordered one to three. This is the order in which they need to be imported to properly cross-reference the content.

1. Importing the Plan level
   1. In the Administration menu click Integration then click Data Imports.
   2. Under the Manage Data Imports Section find and click BC/DR Plans application.
   3. Next to Import File click Browse.
   4. Click Add New.
   5. Select the first file 20.4\_BC\_DR\_01\_Plans.csv from the unzipped downloaded folder and click Open.
   6. Click OK.
   7. Click Next, leaving all settings at their default.
   8. Click Next (again).
   9. Click Import.
2. Importing the Recovery Strategies
   1. In the Administration menu click Integration then click Data Imports.
   2. Under the Manage Data Imports Section find and click Recovery Strategies application.
   3. Next to Import File click Browse.
   4. Click Add New.
   5. Select the first file 20.4\_BC\_DR\_02\_RecoveryStrategies.csv from the unzipped downloaded folder and click Open.
   6. Click OK.
   7. Click Next leaving all settings at their default.
   8. Click Next (again).
   9. Click Import.
3. Importing the Recovery Tasks
   1. In the Administration menu click Integration then click Data Imports.
   2. Under the Manage Data Imports Section find and click Recovery Tasks application.
   3. Next to Import File click Browse.
   4. Click Add New.
   5. Select the first file 20.4\_BC\_DR\_03\_RecoveryTasks.csv from the unzipped downloaded folder and click Open.
   6. Click OK.
   7. Click Next leaving all settings at their default.
   8. Click Next (again).
   9. Click Import.

Follow the outlined order to successfully import the content.

#### Task 4: Test the installation and restore application settings

To test the import, go to the BCDR Plans to verify that the recovery strategies and recovery tasks are all imported correctly and show up in your instance.

Restore the Key field settings that were changed in step 2. Refer to step 2 and reverse the changes made in that step.