Plan Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plan Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Update: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Avian Flu SC Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Overview**

<Company> requires that all locations has a local Pandemic Plan. This plan should be read in conjunction with the locations Incident Management Team (IMT) plan and current Corporate Pandemic Guide.

**World Health Organization Phases**

|  |  |
| --- | --- |
| **PHASE** | **DESCRPTION** |
| 3 | No or very limited human-to-human transmission |
| 4 | Evidence of increased human-to-human transmission |
| 5 | Evidence of significant human-to-human transmission |
| 6 | Efficient and sustained human-to-human transmission |

**Assumptions**

1. Pandemic will be unpredictable in its timing and impact.
2. Pandemic will be global in nature and impact all regions within a short time frame.
3. Pandemic waves may last for 12 to 16 weeks.
4. Up to 35% staff may need to work from home to care for their family.
5. At Phase 6 up to 20% of staff may be unavailable owing to sickness.
6. Staff should report to management if they begin to show symptoms of Flu and seek medical attention immediately.
7. Staff must refrain from returning to work until it is considered safe by their doctor.
8. Symptoms are expected to include of Avian Flu are similar to those of other Flu viruses, including fever, generalized muscle pain, cough and sore throat.

**Summary of Office/Medical Equipment**

Strategic stockpiles are held in each region

|  |  |  |  |
| --- | --- | --- | --- |
| **LOCATION** | **ITEM** | **QUANTITY** | **RESPONSIBILITY** |
| EX. Store Room #2 | Drinking water | 2 pallets | Building Manager |
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**Pandemic Phase Action Measures**

Management is required to ensure that all local IMT and IMT chair measures are implemented and tracked through WHO Phase Levels. The Avian Flu SC is responsible for the implementation of corporate measures.

**Phase 3 Action Measures- Due Immediately**

|  |  |  |
| --- | --- | --- |
| **ACTION** | **OWNER** | **DONE** |
| Review current HR leave policies |  |  |
| Assess capability for large-scale repatriation of travelling/seconded staff |  |  |
| Develop staff tracking mechanism and procedures |  |  |
| Place additional signage where appropriate reminding staff of good hygiene practices |  |  |
| Issue advice on standards for enhanced cleaning regimes in Phase 4, 5 and 6 |  |  |
| Issue advice on standards on purchase and use of face masks |  |  |
| Understand likely action from landlords during Phase 4, 5, and 6 |  |  |
| Confirm that local contract cleaning companies  can deliver enhanced services |  |  |
| Review Visitor Handling Measures |  |  |
| Establish IMT and attend brief on Corporate Pandemic Plan |  |  |
| Conduct IMT desktop rehearsal |  |  |
| Confirm critical business functions |  |  |
| Review global capability for home working |  |  |
| Review suitability of home working to support local critical business functions |  |  |
| Assess feasibility for split operations and business transfer for critical business functions |  |  |
| Ensure critical staff have home working capabilities |  |  |
| Test home working measures |  |  |
| Identify critical suppliers, particularly those that require on-site attendance and assess their level of preparedness |  |  |
| Establish relationships local authorities, Government and Health Agencies that are dealing with the threat and understand their response and action plans |  |  |
| Identify under what circumstances local authorities will order closure of buildings |  |  |
| Understand govt plans for reporting infected individuals, containment, quarantine, and commuting restrictions |  |  |
| Identify govt plans for vaccinations and the supply of anti-virals |  |  |
| If appropriate, form a relationship with local hospitals and investigate its plans for a pandemic |  |  |
| Understand likely action from customers during Phase 4, 5, and 6 |  |  |
| Identify Local pandemic websites |  |  |

**Phase 4 Action Measures- Due During Phase 4**

|  |  |  |
| --- | --- | --- |
| **ACTION** | **OWNER** | **DONE** |
| Convene the Emergency Management Committee and establish meeting frequency |  |  |
| Agree global corporate actions, if any |  |  |
| Convene IMT and establish meeting frequency |  |  |
| Implement travel restriction to affected countries |  |  |
| Implement quarantine measures, if necessary |  |  |
| Send Corporate Mail to staff |  |  |
| Remind staff of EAP service, if appropriate |  |  |
| Identify staff travelling to the affected location and notify them of any travel restrictions |  |  |
| Identify any need to recall staff who may be working in other offices |  |  |
| Increase cleaning frequency for offices within the affected country or region |  |  |
| Review whether appropriate to make masks available to staff in affected region |  |  |
| Place additional signage where appropriate reminding staff of good hygiene practices |  |  |
| Review Visitor Handling Measures |  |  |
| For multiple offices within the location affected, cancel all staff travel between local offices |  |  |
| For offices within the region affected, keep all face-to-face client meetings to a minimum and only on an essential basis, until further notice. Client contact should continue primarily through phone, email or <Company> Messaging. Consider activating any alternative support/training procedures e.g. remote training, support directly into client network |  |  |
| Implement work from home measures for staff in affected country or region, as appropriate |  |  |
| Implement split working for critical functions, if appropriate |  |  |
| Reconfirm global critical staff have home working capabilities |  |  |
| Ask staff in affected region to test their capability for home working |  |  |
| Confirm all critical suppliers status |  |  |
| Confirm customer status |  |  |
| Liaise with Local Authorities, Government and Health Agencies for any update to local measures |  |  |
| Communicate any local measure to Global BCM as agreed by the Emergency Management Committee |  |  |

**Phase 5 Action Measures- Due During Phase 5**

|  |  |  |
| --- | --- | --- |
| **ACTION** | **OWNER** | **DONE** |
| Convene the Emergency Management Committee and establish meeting frequency |  |  |
| Agree global corporate actiions |  |  |
| Convene IMT and establish meeting frequency |  |  |
| Implement global travel restrictions |  |  |
| Implement quarantine measures, if necessary |  |  |
| Send Corporate Mail to staff |  |  |
| Implement staff tracking mechanism |  |  |
| Remind staff of EAP service, if appropriate |  |  |
| Identify staff travelling globally and notify them of any travel restrictions |  |  |
| Identify any need to recall staff who may be working in other offices |  |  |
| Increase cleaning frequency for offices globally |  |  |
| Review whether appropriate to make masks available to staff globally |  |  |
| Place additional signage where appropriate reminding staff of good hygiene practices |  |  |
| Review Visitor Handling Measures |  |  |
| For multiple offices within the locations affected, cancel all staff travel between local offices |  |  |
| Keep all face-to-face client meetings to a minimum and only on an essential basis, until further notice. |  |  |
| Client contact should continue primarily through phone, email or <Company> Messaging. |  |  |
| Consider activating any alternative support/training procedures e.g. remote training, support directly into client network. |  |  |
| Implement work from home measures for staff in affected region or globally , as appropriate |  |  |
| Implement split working for critical functions, if appropriate |  |  |
| Reconfirm global critical staff have home working capabilities |  |  |
| Ask critical staff globally to test their capability for home working |  |  |
| Confirm all critical suppliers status |  |  |
| Confirm customer status |  |  |
| Liaise with Local Authorities, Government and Health Agencies for any update to local measures |  |  |
| Communicate any local measure to Global BCM as agreed by the Emergency Management Committee |  |  |

**Phase 6 Action Measures- Due During Phase 6**

|  |  |  |
| --- | --- | --- |
| **ACTION** | **OWNER** | **DONE** |
| Convene the Emergency Management Committee and establish meeting frequency |  |  |
| Agree global corporate actions |  |  |
| Convene IMT and establish meeting frequency |  |  |
| Re-Confirm global travel restrictions, cancelling all further travel |  |  |
| Re-Confirm quarantine measures, if necessary |  |  |
| Send Corporate Mail to staff |  |  |
| Implement staff tracking mechanism |  |  |
| Remind staff of EAP service, if appropriate |  |  |
| Identify any remaining staff travelling globally and notify them of any travel restrictions |  |  |
| Identify any need to recall staff who may be working in other offices |  |  |
| Review cleaning frequency for offices globally |  |  |
| Review whether appropriate to make masks available to staff globally |  |  |
| Place additional signage where appropriate reminding staff of good hygiene practices |  |  |
| Review Visitor Handling Measures, cancelling all visitors to <Company> office if required |  |  |
| Cancel all staff travel between local offices |  |  |
| Cancel all face-to-face client meetings to a minimum and only on an essential basis,. |  |  |
| Client contact should continue primarily through phone, email or <Company> Messaging |  |  |
| Activate alternative support/training procedures e.g. remote training, support directly into client network. |  |  |
| Implement work from home measures for staff in affected region or globally, as appropriate |  |  |
| Implement split working for critical functions, if appropriate |  |  |
| Reconfirm global critical staff have home working capabilities |  |  |
| Ask critical staff globally to test their capability for home working |  |  |
| Confirm all critical suppliers status |  |  |
| Confirm customer status |  |  |
| Liaise with Local Authorities, Government and Health Agencies for any update to local measures |  |  |
| Communicate any local measure to Global BCM as agreed by the Emergency Management Committee |  |  |

**Useful Weblinks**

**Maricopa Department of Public Health**

<http://Stopthespreadaz.org>

<http://www.maricopa.gov/publichealth>

**Arizona Department of Health Services**

<http://www.azdhs.gov/pandemic-flu/>

Global Websites

WHO Avian Flu background [http://www.who.int/csr/disease/Flu/pandemic10things/en/index.html](http://www.who.int/csr/disease/influenza/pandemic10things/en/index.html)[http://www.who.int/csr/disease/avian\_Flu/avian\_faqs/en/index.html](http://www.who.int/csr/disease/avian_influenza/avian_faqs/en/index.html)

WHO Global Flu Preparedness Plan:

[http://www.who.int/csr/resources/publications/Flu/WHO\_CDS\_CSR\_GIP\_2005\_5.pdf](http://www.who.int/csr/resources/publications/influenza/WHO_CDS_CSR_GIP_2005_5.pdf)  
  
WHO Main Page on Pandemic Preparedness and Consequences:  
[http://www.who.int/csr/disease/Flu/pandemic/en/#conseq](http://www.who.int/csr/disease/influenza/pandemic/en/#conseq)

Centers for Disease Control and Prevention

<http://www.cdc.gov/flu/avian/>