An Roinn Gnó,
Fiontar agus Nuálaíochta
Department of Business,
Enterprise and Innovation

Business Continuity Planning
Checklist of preparatory actions in responding to an Influenza Outbreak

Responding to an Influenza Outbreak and Pandemic

BUSINESS CONTINUITY PLANNING CHECKLIST

The following is a checklist of some of the key risks to the continuity of your business activities in the event of an influenza outbreaks and of preparatory actions that can be taken to respond.

In the event of a pandemic, your organisation should consider appointing a planning coordinator and/or team with defined responsibilities and budget for planning and for preparedness. A deputy should also be appointed.

If your organisation already has a business continuity planning process, you should consider addressing influenza outbreaks and pandemic preparedness within that process.

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, with workers and worker representatives
			1.4 Consult with suppliers on measures they are taking and on potential disruptions to supply chains
			1.5 Assess 'high level' impact on your business and attach appropriate priority to the planning process
			1.6 Develop a business continuity plan
			1.7 Establish authorities, triggers and procedures for implementing plan
			1.8 Test the plan in exercises
			1.9 Share best practice with other businesses
			1.10 Revisit plan periodically

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 from suppliers in Ireland and overseas suppliers
			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. Consider the potential for remote working.
			2.7 Establish authorities, triggers and procedures for implementing plan
			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

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 the 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

Responding to Workplace Risks in a Pandemic

Not Started	Underway	Complete	
			4.1 Prepare policies on hygienic behaviour for employees and visitors to premises 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)