

PLANNING CHECKLIST

Key Assumptions

- *Expect a reduced workforce*
- *Plan for months not weeks*
- *No mutual aid*

Communications

- Establish communication channels for staff, customers, clients and the public
- Develop internal and external messages
- Communicate plan to employees

Human Resources

- Prepare for human resource issues, including sick leave policies
- Educate employees on how to prepare at home
- Identify resources to help with planning

Business Continuity

- Dedicate resources and time for planning
- Prioritize critical functions
- Determine how to keep critical functions running
- Decide what you will do, reduce and suspend
- Determine lines of succession
- Cross-train employees
- Understand interdependencies
- Anticipate supply-chain issues
- Verify suppliers' pandemic flu plans
- Stockpile supplies
- Create partnerships
- Know how you will implement social distancing
- Test and revise your plan

To help you get started on developing a plan or refining your existing plan, we've included planning templates for business, government, community-based organizations and personal preparedness. You can access these in a "resources" folder on the DVD.