

Pandemic Response Plan

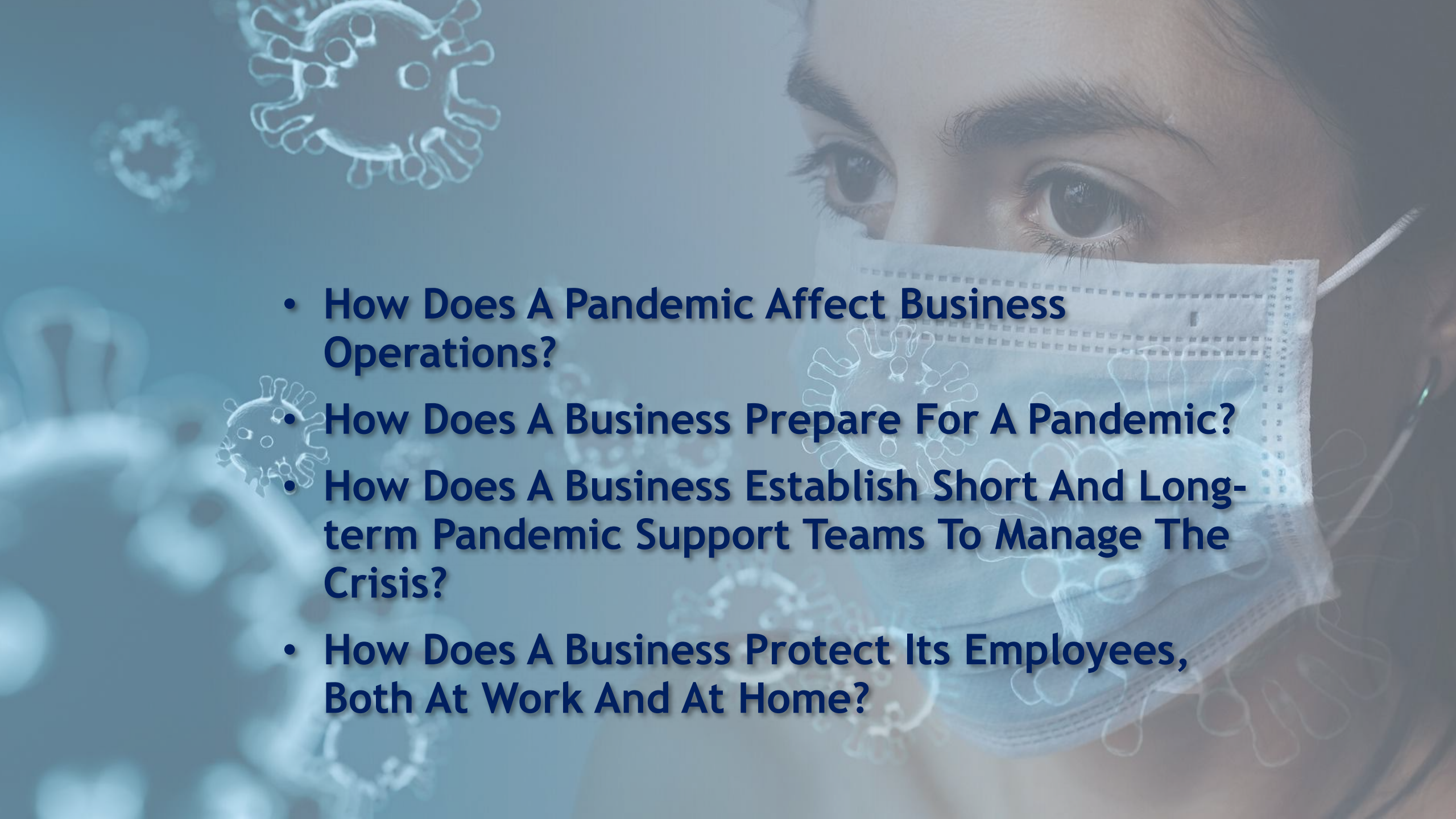
Are You Prepared?



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- **How Does A Pandemic Affect Business Operations?**
 - **How Does A Business Prepare For A Pandemic?**
 - **How Does A Business Establish Short And Long-term Pandemic Support Teams To Manage The Crisis?**
 - **How Does A Business Protect Its Employees, Both At Work And At Home?**



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2020: COVID-19 Coronavirus

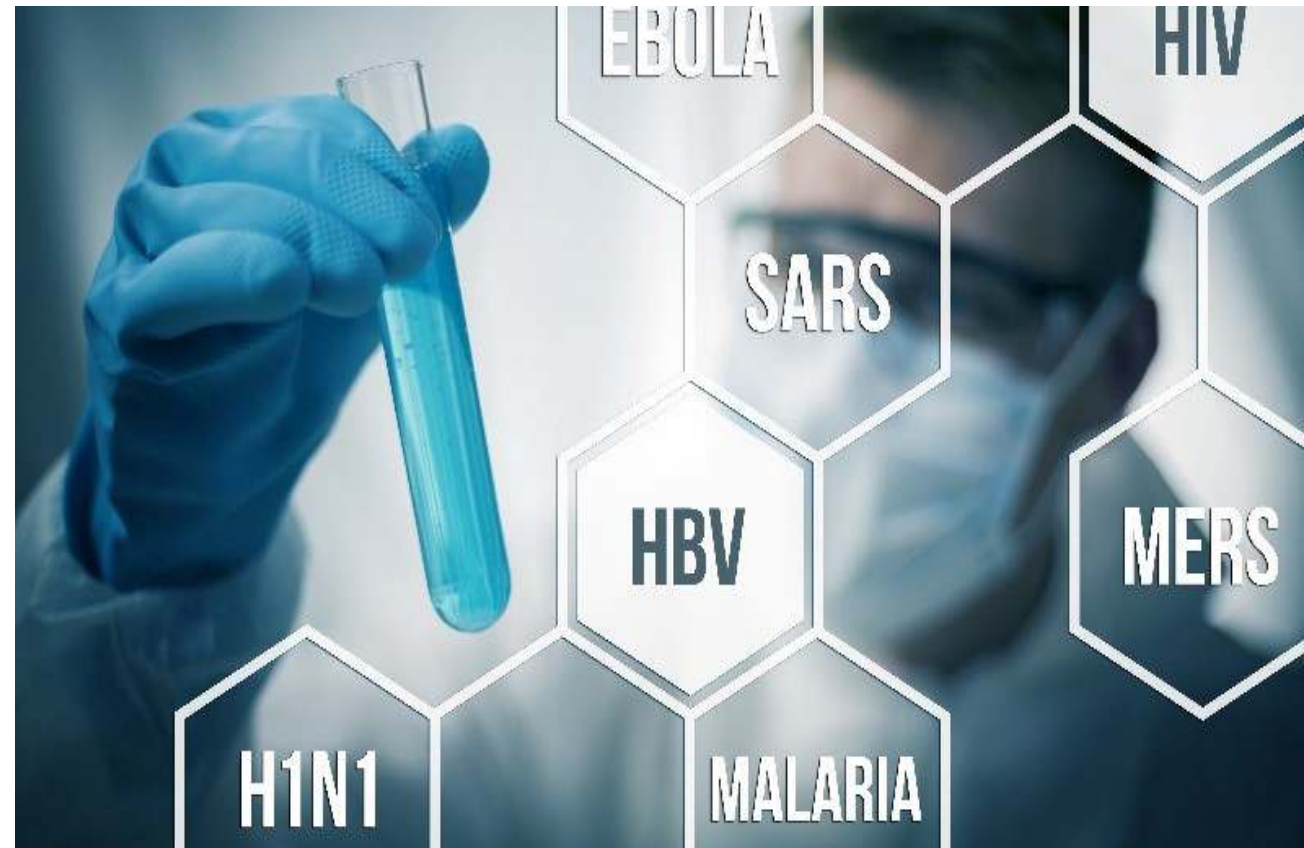
2015-2016: ZIKA Virus

2012: MERS Virus

2009: H1N1 Swine Flu

2003-2008: H5N1 Avian Flu

2002-2004: SARS Coronavirus





Three Choices

- 1. Shutting Down Business**
- 2. Modifying Business Operation**
- 3. Business As Usual**

•Four Key Questions:

- Why Change and For How Long?**
- What do you hope to accomplish?**
- What is the Short-Term and Long-Term Impact of your Decision?**
- When and How Do You Restart?**

H1N1

MALARIA

EBOLA

HIV

SARS

HBV

MERS



Establish Order Out Of Chaos

Pandemic Response Plan

Basic Steps

- Establish a Management Action Team
- Establish a Pandemic Support Team
- Assess the threat of the Pandemic on your Company and Employees
- Determine the impact on each area of your business
- Develop a Strategic and Tactical Plan for business operations
- Continuously monitor business activities
- Develop a Strategic and Tactical Recovery Plan

Establish a Management Action Team (MAT)

- Determine the extent of which the Pandemic Plan will be invoked.
- Provide resources to the PST to make adjustments to the company business plan as necessary.
- Approve changes to business operations.
- Approve and activate recovery plan



Establish a Pandemic Support Team (PST)

- Assess business operations and recommend changes
- Monitor Pandemic Events and the impact on business
- Provide support to employees
- Develop a strategic recovery plan.



Assess the threat of the Pandemic on your Company and Employees

- *Very high exposure risk* - high potential exposure to high concentrations of known or suspected sources of pandemic influenza *during specific medical or laboratory procedures*.
- *High exposure risk* - high potential for exposure to known or suspected sources of pandemic influenza virus.
- *Medium exposure risk* - occupations include jobs that require frequent, close contact (within 6 feet) exposures to known or suspected sources of pandemic influenza virus.
- *Lower exposure risk (caution)* - occupations that do not require contact with people known to be infected with the pandemic virus, nor frequent close contact (within 6 feet) with the public.

Business Impact Analysis

Determine the impact on each area of your business

Risk Element	L	I	Showroom		Manufacturing		Administration		Customers	
Pandemic Event			5	4	4	3	4	2	5	5
Probability Risk Assessment Descriptors: Use the descriptors below to assess the LIKELIHOOD of risk occurring										
Score	5		4		3		2		1	
Descriptor	Probable		Possible		Unlikely		Rare		Negligible	
Likelihood of Occurrence	Most likely to occur		Reasonable chance of occurrence		Unlikely to occur		Only occur in rare circumstance		Only occur in exceptional circumstances	
Consequence Risk Assessment Descriptors: Use the descriptors below to assess the IMPACT severity if a risk occurring										
Score	5		4		3		2		1	
Descriptor	Catastrophic		Major		Moderate		Minor		Insignificant	
Severity of Impact	Permanent loss of core operation or facility		Sustained loss of operation & temporary shutdown of facility		Some disruption to operations no major damage of facility		Short term disruption to operations no damage of facility		Minor interruption of operations	

Develop a Strategic and Tactical Plan for Business Operations

Department	Employees	Threat Classification	Minimum Staffing	Strategy
Outside Sales	16	High	0	Eliminate outside sales – possible temporary layoff
Showroom	32	High	4	Shutdown Showroom – minimum staffing - cross train staff to assist other departments
Internet Sales	16	Low	20	Increase sales – supplement with Outside Sales – work from home
Manufacturing	250	Medium	150	Eliminate new design – fulfill only existing orders
Maintenance	12	High	12	Maintenance high priority – cross training excess staff
Warehouse	10	Medium	10	Maintain Inventory as normal - cross training excess staff
Transportation	20	High	16	Reduce home and business delivery – offer discount for self-pickup
Design Engineering	10	Low	0	Shutdown new designs and engineering – cross train staff to assist other departments
Purchasing Logistics	6	Low	6	Work from home
HR Services	5	Medium	5	2 on site 3 work from home
Administration	12	Medium	8	Work from home
Assumption: 40% to 60% of workforce unable to come to work.				



Develop a
Strategic &
Tactical
Recovery Plan

- **Recovery Strategy**
 - **Facility, Equipment and Services**
 - **Returning Employees**
 - **Clients and Visitors**
 - **Vendors and Subcontractors**
- **Business Recovery Center**
- **Resuming Operations**
- **Returning Operations to Business Leadership**

Business Recovery Center

Determine the Life Safety of Employees and Visitors

Shutdown of all operations

Modification of Business Operations

Business as Usual

Combination of any or all the above

Establish Command and Control of the incident.

Determine the location and resource requirements of the EOC

Assemble a Pandemic Support Team of Employees

Assign the following positions as necessary:

Incident Commander - Responsible for all aspects of response and recovery

Communications Director - Responsible for all notifications and public information.

Operations - Responsible for managing all business operations, activities and resources

Planning - Responsible for assembling information, tracking progress, tracking resources and maintaining and monitoring the Incident Action Plan

Logistics - Responsible for all supplies and support systems necessary to continue or restore business operations

Finance - Tracking of all financial issues

Begin development of Incident Action Plan.

Establish Strategic Goals - establishes what we are going to do in broad terms.

Develop Tactical Objectives - how we are going to accomplish the goal including what resources and assignments.

Assemble Incident Information.

Magnitude of the incident

Determine safety of Employees

Begin tracking of Employees

Assess required changes in business operations

Identify vulnerable exposures

Identify impact on business operations

Determine impact on Company branding

Provide support to Employees affected by incident.

Establish Medical Support Systems to track location and condition of Employees.

Conduct Notifications (Crisis Communications).

Establish a plan returning operations to pre-incident status

Begin Recovery Operations

