Pandemic Response Plan

<Company Name>

Control Number: <XXX>

Board Approval Date: <Date>

Last Updated: <Date>

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**<Company Name>**

**PANDEMIC RESPONSE PLAN**

**SECTION I**

**OVERVIEW**

READ ENTIRE SECTION BEFORE

IMPLEMENTING PROCEDURES

**<Date>**

1. Overview
	1. Pandemic Definition and Background
	2. Pandemic Risk and Impact Assessment
	3. Planning Objectives and Assumptions
	4. Approach and Strategy
	5. Plan Ownership and Maintenance

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**PANDEMIC RESPONSE PLAN**

**SECTION II**

**PREEMPTIVE MEASURES ACTION PLAN**

READ ENTIRE SECTION BEFORE

IMPLEMENTING PROCEDURES

**<date>**

1. Preemptive Measures Action Plan
	1. Mitigation Framework

The pandemic response plan depends on having a framework of resources and procedures in place to be drawn on when responding to the pandemic. The elements of this framework are:

* + 1. Relationships with External Parties
		2. Communications––Internal and External
		3. Supplies and Infrastructure
		4. Operational Setting
	1. Active Measures

The mitigation framework measures are project-orientated in that they are developed and maintained according to defined timelines. Other measures are performed continuously as ongoing activities are integrated with normal operations. These active measures include continuation and refinement of existing practices to maximize the degree to which the organization is positioned to be responsive to a pandemic incident.

* + 1. Health Programs
		2. Situation Monitoring
		3. Operating Practices
	1.

<Company Name>

**PANDEMIC RESPONSE PLAN**

**SECTION III**

**INCIDENT MANAGEMENT FRAMEWORK**

READ ENTIRE SECTION BEFORE

IMPLEMENTING PROCEDURES

**<date>**

1. Incident Management Framework

Once it is determined that a pandemic is a developing or in-progress, the <Company Name> will proactively manage their response to the situation. The decision to activate some or all of the pandemic incident management and response measures is made by senior management based on the information provided from the monitoring activities described earlier.

* 1. Incident Management Structure
	2. Business Continuity Plan (BCP) Integration
	3. Communications and Coordination
		1. External Communication
		2. Internal Communication
		3. Legal Considerations
		4. Status and Activity Logging
	4. Response Direction
		1. Policies and Practices
		2. Health and Welfare
		3. Mitigation Strategy Triggers

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**PANDEMIC RESPONSE PLAN**

**SECTION IV**

**PANDEMIC RESPONSE FRAMEWORK**

**<date>**

1. Pandemic Response Framework
	1. Internal Response Levels
		1. Declaration Authority
		2. Response Level Definitions and Thresholds
		3. Response Level Strategies
	2. Personnel/Employment Strategy Considerations
	3. Operating Strategy Considerations
	4. Departmental Response

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