

Course Description

The continuing risk presented by avian influenza (H5N1) has resulted in organizations taking definitive steps to reduce the impact of a pandemic on their employee base and business operations.

While there is no way to predict exactly when a pandemic will occur, or the severity of the impact, the World Health Organization [WHO] has consistently stated that the risk of H5N1 developing into the next human pandemic influenza is immediate and very real.



BCOE-PF1, Business Continuity Planning for Pandemic Influenza provides an in-depth review and analysis of a specialized methodology that serves the need to prepare businesses for a potential outbreak of pandemic influenza. Topics cover a full range from starting to think through the differences in a pandemic-specific plan to exercising and maintaining such a plan.

This course is intended to provide a roadmap for the development of a robust *Pandemic Preparedness Plan*. Learners are provided with a thorough, step-by-step guide, which is supported with a variety of tools to assist in project management, data gathering and creation of your final plan document.

In alignment with the *10 Professional Practices for Business Continuity Professionals*, **BCOE-PF1** escorts learners through the detailed phases of proper, efficient and strategic planning. Participants in this course hold the objective of optimal information absorption in effort to support and retain preparedness across the organizations they support.

The structure of the course involves the reading of recommended methods, the taking of quizlets after each of the steps, and follow-on, downloadable resources to aid participants in building a plan for their organization.

Learner Objectives

During engagement with this course, learners will become enabled to:

- Become familiar with definitions surrounding, and potential consequences of pandemic influenza.
 - Begin to outline the starting point(s) for one's organization.
 - Assess organizational risks associated with pandemic influenza.
 - Properly identify critical organizational functions that may be affected.
 - Verify related current procedures and responsibilities within one's organization.
 - Build plan elements and strategies that are pandemic-specific.
 - Exercise and maintain pandemic-specific plans.
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Methods Used

Throughout this course, the following instructional methods will be employed:

- Information dissemination
 - Methodology narrative
 - Knowledge Check assessments (after each numbered Step)
 - Plan template recommendation
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Course Outline

Introduction

Intro.1 Syllabus

Intro.2 Just what are we talking about?

Intro.2.1 What is avian flu?

Intro.2.2 Why is avian flu different than annual flu?

Intro.2.3 What is a pandemic?

Intro.2.4 Unique characteristics associated with an avian flu pandemic

Intro.2.5 Planning assumptions

Intro.3 Business Continuity Planning

Intro.4 Where do you go from here?

NOTE: Each Step is followed by the area within the *10 Professional Practices for Business Continuity Professionals* that relate to the content of that Step.

Step 1: Getting Organized

[\(Professional Practice #1: Project Initiation and Management \)](#)

[\(Professional Practice #9: Crisis Communications\)](#)

1.1 Obtain sponsor and necessary project funding

1.2 Identify your project tools

1.3 Create an Organizational Framework

1.3.1 Cross-Functional Project Team

1.3.2 Crisis Management Team

1.3.3 Corporate Level Pandemic Coordinator / Monitoring Mechanism

1.3.4 Regional/Local Pandemic Coordinators

1.4 Create a Functional Framework

1.4.1 Pandemic Plan phases

1.4.2 Phase “triggers” and associated authorities

KNOWLEDGE CHECK #1 (required to complete course)

Step 2a: Assess the Risk & Confirm Critical Functions

[\(Professional Practice #2: Risk Evaluation and Control\)](#)

2a.1 Review enterprise risks in regards to a pandemic scenario

2a.1.1 Staffing

2a.1.2 Supply Chain

2a.1.3 Products and Services

2a.1.4 Locations

2a.1.5 Insurance

2a.1.6 Approach

2a.1.7 Analysis

2a.2 Identify critical activities (business processes)

2a.2.1 Approach

2a.2.2 Analysis

Step 2b: Gather Information and Validate Data

[\(Professional Practice #3: Business Impact Analysis\)](#)

2b.1 Leverage your Business Continuity Plan

2b.2 Other information assets

2b.3 Review the status of existing departmental procedures

KNOWLEDGE CHECK #2 (required to complete course)

Step 3: Develop Pandemic-Specific Plan Elements

[\(Professional Practice #7: Awareness and Training Programs\)](#)

3.1 Develop an infection control program

3.2 Develop an influenza surveillance program

3.3 Develop an avian flu / pandemic related educational program

3.4 Establish a multi-faceted communications mechanism

3.4.1 Awareness

3.4.2 Crisis

3.5 Establish a Command Center

KNOWLEDGE CHECK #3 (required to complete course)

Step 4: Develop Pandemic Related Strategies

[\(Professional Practice #4: Developing Business Continuity Strategies\)](#)

4.1 Strategy Identification / Investigation

4.2 Strategy Considerations

4.3 Strategy approval & implementation

KNOWLEDGE CHECK #4 (required to complete course)

Step 5: Putting it all together

[\(Professional Practice #6: Developing and Implementing Business Continuity Plans\)](#)

5.1 Creating your plan

5.1.1 What's required

5.1.2 Plan Format

5.2.3 Plan Content

5.2 Creating & Using a Model Plan

KNOWLEDGE CHECK #5 (required to complete course)

Step 6: Exercising the Plan

[\(Professional Practice #8: Maintaining and Exercising Business Continuity Plans\)](#)

6.1 Scenario Based Exercises

6.2 Types of Simulation Exercises

6.3 Exercise Logistics

KNOWLEDGE CHECK #6 (required to complete course)

Step 7: Maintaining the Plan

[\(Professional Practice #8: Maintaining and Exercising Business Continuity Plans\)](#)

7.1 Maintenance Requirements / Change Triggers

7.2 Maintenance Schedule

KNOWLEDGE CHECK #7 (required to complete course)

APPENDIX A: Tools and Resources

APPENDIX B: Related Web Links

COURSE EVALUATION FORM
