

***Guidelines for Pandemic Planning***  
***Mission Continuity Program***  
***February 2020***

Introduction:

It is important to have a pandemic continuity of operations plan in place for your organization, to ensure it can carry out its essential functions and services in the event of a widespread outbreak of a virus or other disease. You are encouraged review your current information stored in Shadow-Planner to determine what gaps exist, and to either create a pandemic response plan or enhance your current plans specifically around reduction of available faculty and staff due to illness. These can be included with your other Business Continuity (BCP) plans within Shadow-Planner, to complement other BCP plans and your Business Impact Analysis (BIA) information.

Plan contents:

Your pandemic response plan should/may:

- determine who if anyone within your organization has been designated as necessary personnel.
- be an operational plan to provide and implement selected mitigation, prevention, protection, or control measures, including those necessary during a widespread outbreak of a pandemic.
- include pre-prepared communication plans to all internal and external stakeholders, including students, faculty, staff, alumni, guests, customers and other constituencies, as well as implementation plans.
- confirm membership of your organization's Incident Response Team (IRT) to coordinate response and carry out the plan in the event it needs to be deployed.
- involve prioritization of your organization's critical activities and consider cancelling non-critical activities to reduce the spread of the pandemic.
- ensure that Contact Lists are up-to-date.
- include, in the last section of the plan, steps to expedite the return to normal operations.

Your BIA and BCP should answer these questions:

- Are your key contact lists up-to-date?
- Who is needed to accomplish the critical functions/processes? Please list by role or responsibility rather than name.
- Do these personnel need to be on-site or can they fulfill their responsibilities remotely?
- What critical equipment and supplies are needed to accomplish these critical functions and processes?
- What additional University-provided or third-party-provided services do you need to support your critical functions?

Please see additional guidance in the Pandemic Response Plan available in the Libraries section of Shadow-Planner.