

## **What is Pandemic Influenza?**

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Pandemic Influenza is a global outbreak of disease that occurs when a new influenza virus appears or “emerges” in the human population, spreading from person to person worldwide causing serious illness. The impact of a Pandemic Influenza may cause a severe impact to an organizations ability to perform its essential functions. The National Strategy for Pandemic Influenza recommends that organizations plan for a **40** percent absenteeism rate for periods of about two weeks at the height of a pandemic wave, with lower levels of staff absent for a few weeks on either side of the peak. This brochure lists the elements of a viable continuity plan and identifies additional planning considerations for each to assist organizations in the performance of their essential functions during a pandemic.

## **Difference between Continuity Planning for Pandemic Influenza and traditional COOP?**

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Pandemic Influenza demands a different set of Continuity planning considerations. Unlike traditional Continuity planning, pandemic influenza may be widely dispersed geographically and will potentially arrive in waves that could last several months at a time. Organizations are encouraged to establish an annex to their existing Continuity plans to ensure that additional considerations during a pandemic to include increased absenteeism, social distancing procedures, and impacts on interdependencies are adequately addressed.

## **Continuity of Operations (COOP) Considerations for Pandemic Influenza**

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### **Essential Functions**

- Consider performance of essential functions beyond 30 days and impact the pandemic may have on your interdependencies

### **Orders of Succession**

- Ensure orders of succession are three-deep and account for expected rate of absenteeism

### **Delegations of Authority**

- Ensure delegations of authority are three-deep and account for the expected rate of absenteeism

### **Continuity Facilities**

- Consider the impact that the pandemic may have on logistical support services and infrastructure systems at the continuity facility

### **Continuity Communications**

- Consider the additional need for laptops, high-speed telecommunications, networks, and Personal Digital Assistants (PDAs) that may enable employees to perform essential functions

### **Vital Records Management**

- Test, review, and update vital records, databases, and systems, in particular those that will need to be accessed electronically from employees teleworking and located at sites

## **Human Capital**

- Provide employees with relevant information and advisories about the pandemic
- Promote guidance developed by health and safety authorities to include infection control, personal hygiene, social distancing techniques, and travel restrictions
- Consider the need to cross train employees to ensure essential staff are available to perform essential functions

## **Tests, Training, and Exercises (TT&E)**

- Test, train, and exercise capability to maintain essential functions and services for extended periods of time, to include telework capability

## **Devolution**

- Consider full or partial devolution in the event pandemic renders leadership and essential staff incapable of performing essential functions

## **Reconstitution**

- Consider a plan to replace employees unable to return to work and establish procedures in conjunction with public health authorities to ensure facility is safe to reestablish operations

## How can I learn more about Continuity Planning for Pandemic Influenza?

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The Federal Emergency Management Agency National Continuity Programs Directorate (NCP) has developed the Determined Accord Pandemic Preparedness Exercise Workshop, which assist Federal and non-Federal entities in addressing the additional Continuity planning considerations for a pandemic. The exercise allows participants to identify their strengths and weaknesses in performing essential functions during a pandemic. Federal and non-Federal entities are encouraged to contact their FEMA Regional Continuity Program Managers (numbers provided on this brochure) to locate when Determine Accord will be delivered in their State. Individuals may also request a copy of the Determined Accord Workshop by contacting their FEMA Regional Continuity Program Manager. NCP has also developed a Pandemic Influenza Continuity of Operations Plan Template, which can be used by all forms of government to assist in establishing plans that ensure essential functions remain operational during a pandemic. The Continuity pandemic template is accessible at [www.fema.gov/government/coop/index.shtm](http://www.fema.gov/government/coop/index.shtm)

### Where is Additional Pandemic Influenza Information Available?

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The World Health Organization  
<http://www.who.int/en/>

U.S. Department of Health and Human Services  
<http://www.hhs.gov/>  
<http://www.pandemicflu.gov/>

Center for Disease Control and Prevention  
<http://www.cdc.gov/h1n1flu/>

## To Learn More about Continuity of Operations:

Talk to your management and the Continuity point of contact (POC) responsible for the coordination of your organization's Continuity of Operations related activities.

- REGION I (CT, MA, ME, NH, RI, VT): (617) 832-4798
- REGION II (NJ, NY, PR, VI): (212) 680-8504
- REGION III (DC, DE, MD, PA, VA, WV): (215) 931-5605
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- REGION IX (AZ, CA, NV, HI, Guam, Pac. Is.): (510) 627-7009
- REGION X (AK, ID, OR, WA): (425) 482-3721
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# Continuity of Operations

*An Overview of  
Continuity Planning for  
Pandemic Influenza*



**FEMA**