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Contingency Solutions, LLC

Replacing Uncertainty with Confidence™

Business Survival Guide

**Quick
Tips**

"The life vest for your business."™

Volume 6, Number 1

Contingency Solutions provides custom designed business continuity and emergency preparedness plans and training to both public and private sector clients.

This Issue's Quote:

""Don't worry about the world ending today. It's already tomorrow in Australia."

-Charles Schultz



Contact Us

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Pandemic Planning

For the first time since the alert system was created, the World Health Organization (WHO) has raised their pandemic alert level from Phase 4 to Phase 5. The WHO has advised countries to activate their pandemic preparedness plans and the acting US HHS Secretary has declared a Public Health Emergency nationwide. Many schools have closed and antibacterial hand gel is selling out. Your CEO orders the activation of your current business continuity plan (BCP)...wait, you don't have one? As Douglas Adams so aptly put it in his series *The Hitchhiker's Guide to the Galaxy*, "Don't Panic!"

There are many things that you can (and should) do to assure that your business is not adversely impacted by the outbreak. Here are a few:

- ✓ Develop or revise your BCP immediately.
- ✓ Develop a plan for an alternative workforce in the event that your usual crew is impacted by illness or fear. Potential absenteeism rates are high and could range from 10 to 25%, with higher rates in metropolitan areas.
- ✓ Develop contingency plans for raw material and supplies as these resources may be impacted, especially those that are imported or rely on imported raw materials for their production.
- ✓ Review and revise your policies on absenteeism, telecommuting, and business travel.
- ✓ Increase your telephone and Internet infrastructure capacity.
- ✓ Cross-train staff in case of absences.
- ✓ Communicate early and often with employees, suppliers and customers.
- ✓ Prioritize production tasks and develop a customer hierarchy for delivery of products and services.
- ✓ For more tips or assistance developing, updating or executing a continuity plan, call Contingency Solutions today at: **1-888-82-Ready** or email **peter@contingencysolutions.net**.

Contact us to develop a customized BCP for you!