

Continuity Planning Information Session

AGENDA

Pandemic H1N1 Influenza Overview (*Tom Ryan*)

Human Resources & Business Issues (*Linda King, Kelly Wolf, Aedra Reynolds*)

- Leave
- Payroll

Continuity Planning (*Andre Le Duc, Tom Ryan*)

Continuity Planning Template

Continuity Planning Process

1. *Appoint a department/unit lead person to identify and prioritize critical functions*
2. *Establish a department/unit continuity group*
 - *Review and confirm/revise critical functions and priorities*
 - *Complete the function detail for each critical function*
 - *Identify potential coping strategies for each critical function*
3. *Department/Unit Director: reviews critical functions and determines which coping strategies can be implemented if needed*

Questions