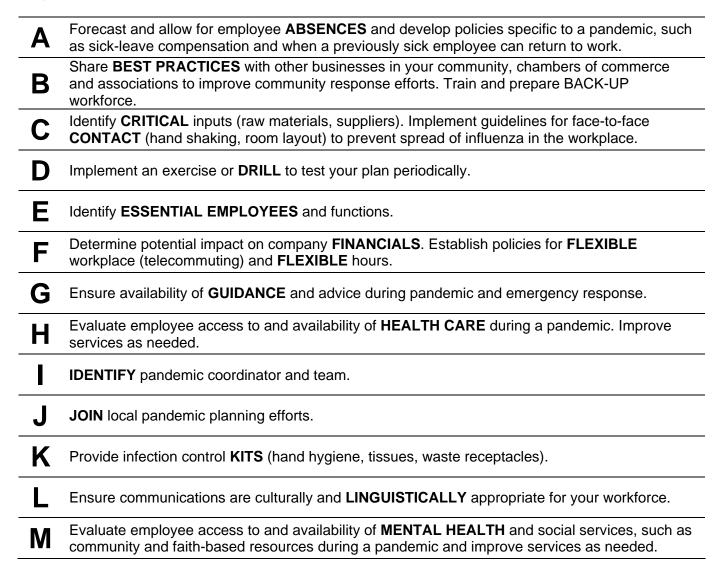


## Business Preparedness A to Z

A pandemic is a worldwide outbreak of illness. During an influenza pandemic – such as the current H1N1 flu pandemic – our everyday lives could drastically change. These changes may include temporary closing of schools or cancellation of events, disruption of normal services such as utilities and some shortages. There are things you can do now to prepare. Take time to understand the needs of your business; and take action to help lessen the impact of an influenza pandemic.



- N Identify and address employees and customers with SPECIAL NEEDS during a pandemic. OFFER links to reliable, up-to-date pandemic information from public health and emergency management sources. Complete emergency communication **PLANS** that include key contacts (and backups), communication channels and processes. Disseminate a QUICK GUIDE to PANDEMIC fundamentals such as signs of influenza, modes of transmission, personal and family protection and response strategies. Follow the links provided to download documents for your use. Set up authorities, triggers and procedures for activating and terminating the company's R pandemic influenza RESPONSE PLAN (altering business operations, shutting down, transferring knowledge to key employees) and share the finished plan with employees. Develop and plan for **SCENARIOS** likely to increase or decrease the demand for your product or S service during a pandemic. Determine potential impact on company-related domestic and international TRAVEL (quarantines, border closures) and develop appropriate policies to address. **UNDERSTAND** the capabilities and plans of insurers, health plans and major health care facilities. Encourage influenza and pneumococcal VACCINATIONS for employees as appropriate and following public health recommendations. Develop platforms, such as hotlines and dedicated WEB SITES, for communicating pandemic status and actions to employees, vendors, suppliers and customers in a consistent and timely manner. X Anticipate employee an Xiety and plan communications accordingly. Communicate with local and/or state public health agencies and/or emergency responders about
- Y Communicate with local and/or state public health agencies and/or emergency responders about the assets/services **YOUR** business can contribute to the community.
- **ZIP UP** your company's communication and technology infrastructure to support telecommuting and remote access needs.

## **GET INFORMED**

The Ohio Department of Health offers information about the H1N1 virus and other resources at http://www.odh.ohio.gov.

- Planning resources for Ohio's families, schools, businesses, communities, health care providers and local governments •
- Fact sheets, questions and answers, brochures and more

For more information on national pandemic flu planning, visit the U.S. Health and Human Services Web site <a href="http://www.pandemicflu.gov">http://www.pandemicflu.gov</a>. This Web site includes some of the following resources:

• Planning checklists • Family emergency health information sheet • Emergency contacts form • Strategies to mitigate pandemics

The World Health Organization Web site <a href="http://www.who.int/en/">http://www.who.int/en/</a> provides updates on influenza around the world in several languages. Other resources include:

• Advice for travelers • Frequently asked questions • Industry guidelines