

**Pandemic Plan**

**Business Continuity**

**Essential Services/Functions Staffing Allocations**

Department: \_\_\_\_\_

Management Backup #1: \_\_\_\_\_

Management Backup #2: \_\_\_\_\_

Priority No. (A, B or C)	Service/Activity	Current Frequency	Current # of Staff Trained to Provide the Service/Activity	Number Remaining with 35% Absenteeism	Proposed Frequency Due to Pandemic	Minimum Number of Staff Required	Name(s) of Trained Staff	Potential for Surge Increase	Private Sector Assistance (List potential service providers and phone #)	Work from Home Potential	Critical Supplies Required for this Activity (List potential suppliers and phone #)	Critical Repairs and Maintenance (List potential service providers and phone #)	Comments (Passwords, etc.)







