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Dear Colleague,

BUSINESS CHECKLIST FOR PANDEMIC FLU PLANNING

Today sees the publication of the business checklist for pandemic flu planning by the Cabinet Office (CCS). The report can be downloaded from UK Resilience (<http://www.ukresilience.info>) or from the Preparing for Emergencies website (<http://www.pfe.gov.uk>). This note outlines the purpose of the checklist and its relevance to businesses and local authorities.

Background

The government recommends that all organisations adopt robust and flexible generic business continuity management arrangements which will help ensure that the impact of any disruptions will be minimised. This checklist has been prepared by CCS in conjunction with a number of over-arching umbrella organisations for business, like the CBI, the Institute of Directors, British Chamber of Commerce and others, including other government departments.

It has been designed to provide a simple reference tool for businesses which also allows them to benchmark their current state of planning preparedness. It is intended to work in partnership with more specific guidance already issued by the Government, such as the guidance issued in February 'Guidance: Contingency Planning for a Possible Influenza Pandemic'.

Although primarily aimed at large and medium size businesses many of the overriding issues will also be relevant for smaller businesses.

It strikes us that the checklist might be a useful tool for local authorities as they work with business in their area to promote business continuity planning; hence this letter, with the invitation to pass it on.

As always, we would be very pleased to receive any feedback.

BRUCE MANN
Head of Civil Contingencies Secretariat

