

Pandemic Emergency Planning SOP Checklist

1. Define the nature of the crisis

- Pandemic
- Force majeure
 - Severe weather
 - Earthquake
 - Flood
 - Fire
- Terrorism / social disturbances

2. Primary issues to address

- Personnel safety
 - On-site
 - Remote
- Data/network cybersecurity
 - On-site servers and IoT devices
 - Off-site 3rd party storage
 - Cloud
 - Remote personnel devices used for business applications
 - Company owned
 - Personal devices
- Facility security
 - Data protection
 - Physical security
 - Access control / ID authentication
 - Biometrics / touchless solutions

- Alarm, fire and safety
- Video surveillance
 - Thermal detection
 - Analytics
- Security personnel

- Facility operations
 - Accessibility limitations
 - Personnel: employees and visitors
 - Vehicles: personal, fleet and third party suppliers
 - Occupancy restrictions
 - Health screening
- Facilities systems
 - Cleanliness/sanitization procedures
 - Social distancing – personal and common areas
 - Food services and facilities (restroom) restrictions
 - Facilities operations/support personnel

- Liabilities
- Compliance
- Response