West Virginia Department of Administration

Pandemic Preparedness Checklist

This is a suggested checklist which can be used as a guide to help your agency prepare for a pandemic or for any emergency that closes your offices on a temporary basis. This list is not intended to be all inclusive and may be modified to fit the needs of your agency; however, we suggest that you consider each item listed below.

People

- ☐ COOP Plan (paper copy)
  - ☐ Designate staff that must carry copies of the plan
  - ☐ Ensure current copies are provided to them
- ☐ Lines of Authority
  - ☐ Delegation of authority has been determined and is current
  - ☐ Delegation of authority has been discussed with management
  - ☐ Delegation of authority has been discussed with all other staff
- ☐ Communication
  - ☐ Call tree established and current
  - ☐ Email address list created and current
  - ☐ Methods of Communication
    - ☐ Land Line (list compiled and distributed)
    - ☐ Cell phone (list compiled and distributed)
    - ☐ Text Messaging
    - ☐ Email (list compiled and distributed)
    - ☐ WARN System
- ☐ Backups
  - ☐ Process backups (mail, phone, etc.) have been designated
  - ☐ Primary and backups have been instructed on transfer of duties
  - ☐ Establish methods to interact with Purchasing, FIMS, Auditors Office, and the state treasurer's office
  - ☐ If applicable, determine how and where FIMS documents may be printed or otherwise transmitted to state auditor's office and/or treasurer's office to issue necessary payments
- ☐ Pay and Leave Issues
  - ☐ Continuation of pay discussed with staff
  - ☐ How leave will be handled (discussed with staff)
  - ☐ Expectations for availability while at home
    - ☐ Start times/Stop Times
    - ☐ Breaks
    - ☐ Lunch
- ☐ Staff awareness and preparation
  - ☐ General staff orientation completed (explanation of the overall plan)
  - ☐ Staff member specific duties and reporting requirements explained
- ☐ Determine rules for state vehicle usage and inform staff

Systems

- ☐ Mail handling determined, including responsible persons and backup
- ☐ Fax handling determined, including responsible persons and backup
- ☐ Designate personnel to manage common email boxes
- ☐ Telephone
  - ☐ Call forwarding plan determined
  - ☐ Operators designated with backups
  - ☐ Message routing determined
  - ☐ Persons designated to make phone system changes
  - ☐ Ensure non essential staff is instructed on setting email rules and telephone voicemail messages
  - ☐ Clarify how cell phone usage of personal minutes will be handled by the state
- ☐ Computers
  - ☐ Persons designated to make server and system changes (backups, etc.)
  - ☐ Inform staff on how to leave computer and office systems. (logoff, shutdown, power save, etc)
- ☐ Remote Access
  - ☐ Determine staff that will require VPN accounts
  - ☐ Establish VPN accounts for personnel that will be required to work at home

Buildings

- ☐ Access Issues (ingress/egress)
  - ☐ Access list of authorized personnel prepared
  - ☐ Access list of authorized personnel provided to appropriate authorities
  - ☐ Prepare notice signs to place on entry doors directing visitors, vendors, and delivery persons
- ☐ Security
  - ☐ Persons designated to handle physical security, HVAC and utility issues
  - ☐ Windows closed
  - ☐ Doors locked
  - ☐ Special security needed? - yes/no
  - ☐ Special security needs arranged? yes/no
  - ☐ Fire doors (stairway doors) closed
  - ☐ Alarm systems appropriately set
- ☐ HVAC – Temperature set as needed
- ☐ Utilities
  - ☐ Lights off
  - ☐ Faucets off
  - ☐ Trash issues
  - ☐ Coffee pots, toaster ovens, other kitchen items unplugged

Notes _____