

Pandemic Planning for Organizations

The Essential DVD Workshop

Handbook

Bob Hayes

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ABOUT THE AUTHOR

Bob Hayes is one of Australia's leading experts in organizational pandemic planning, business continuity management and security risk management. Bob has, in recent years, provided specialist consulting services to business and government, including the Australian Prudential Regulation Authority, the regulator which sets the business continuity and pandemic planning prudential standards and guidelines for the Australian Financial Sector.

Formerly head of emergency control and security risk management for Australia's central bank, Bob also lectured in business continuity and security risk management at the University of Western Sydney. He regularly conducts workshops, seminars and presentations on pandemic planning and business continuity management.

Bob is Principal of Hayes Risk Management Pty Ltd and provides specialist consulting and training services in:

- pandemic planning
- business continuity management
- emergency control
- physical security and operational risk management.

In the pandemic planning and business continuity field his consulting services include:

- developing pandemic and business continuity plans
- reviewing / independently auditing existing plans
- business impact analysis
- developing / implementing practical measures
- training and awareness for management and staff
- exercising / testing plans.

Bob holds a Master of Commerce degree (University of New South Wales) and a Bachelor of Economics (Honours) degree (Sydney University).

HOW TO USE THIS WORKSHOP

The *Pandemic Planning for Organizations - The Essential DVD Workshop* package consists of five key modules plus this handbook on a **3 DVD and 1 CD set**, including:

Disk 1

- Introduction
- Module 1: Pandemic fundamentals

Disk 2

- **Module 2:** Essentials of best practice pandemic planning for organizations

Disk 3

- **Module 3:** Implementing your pandemic plan
- **Module 4:** Benchmarking your pandemic plan against best practice
- **Module 5:** Lessons for the way forward.

Whilst the three hour workshop video is self-explanatory, this comprehensive **Handbook** accompanies the DVDs and provides further detail to assist you in developing and implementing your pandemic plan and arrangements.

In addition to the three DVDs:

Disk 4 is a CD containing:

- this workshop **Handbook** (in bookmarked PDF/A ISO Standard format and Word 97-2003)
- the workshop video **PowerPoint slides** (in PDF/A ISO Standard format and PPT 97-2003).

You can choose to either:

- watch all the modules on the DVD, then read the Handbook, or
- watch a module then read the Handbook section for that module.

In all the DVD modules there are **Reflection Points** – a **1 minute ‘quiet time’** where an issue is raised or a question is posed for you to think about in the context of your own organization. There is no need for you to pause the DVD.

At the end of the first three modules there are **Key Learning Points** which are some of the key messages for you to take away from the learning. There are also some **Exercises** in the DVDs as well as (some more) in this handbook. I encourage you to spend some time on these as they may assist with your own pandemic planning.

In this Handbook, to go to a specific point of interest ‘switch on’ the **‘Bookmarks’** links. To go to a specific page use the **‘thumbnail images’** icon.

After the module menu in each DVD you will see a **‘Chaptering slide list’**. Selecting a particular slide will take you directly to that slide in the DVD module.

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