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Pandemic Preparedness-Is Your State Ready?
California State Personnel Board/Department of Personnel
Administration

Executive Order S-04-06

“ California has successfully responded to earthquakes, floods, fires, freezes, outbreaks of infectious disease, droughts, pestilence, civil unrest, mudslides, chemical spills, and the threat of terrorist action, including 19 major disasters between 1989 and 2006 and more than 1,200 proclaimed States of Emergency between 1950 and 2006 affecting every county in the State;”



*Arnold Schwarzenegger
Governor of California
April 18, 2006*

Planning

- Continuity of Operations - COOP

Identification of Critical Business Functions and Operations

Provides for continued performance of an organization's essential functions under all circumstances.

Emergency management and recovery



Delegations of Authority

Primary Mission: Establish Delegation of Authority to ensure all organizational personnel know who has the authority to make key decisions in a COOP situation

Because absenteeism may reach a peak of 40% at the height of a pandemic wave, delegations of authority are critical.

Order of Succession essential to ensure personnel know who has authority and responsibility if the leadership is incapacitated or unavailable.

An Influenza pandemic may affect regions differently in terms of timing, severity, and duration.

Consider alternate Operating Facilities.



Communications

- Communication systems to support connectivity of internal organizations

External Partners

Critical Customers

Public



Critical Business Records and Databases

- Identify, protect and ensure ready availability of electronic and hardcopy documents, references, records, and information systems needed to support essential functions.

Identify and ensure the integrity of vital systems that require periodic maintenance or other direct physical intervention by employees.



Human Capital

Develop, update, exercise and be able to implement comprehensive plans to protect its workforce

Influenza Pandemic will threaten operations by its impact on an organization's human resources.

Health threat to personnel is the primary threat to continuity of operations during a pandemic.



Progress in California

- DPA/SPB to establish and staff a human resource command center to provide a single point of contact for assistance & guidance to state agencies in all aspects of HR.
- ID essential programs that will continue to operate if staff is reduced by 40%
- ID essential personnel required to report for work when the Governor shuts down State government. An executive order will declare that essential personnel are required to report for duty. The list includes all contact information (phone numbers and e-mail addresses)
- Completion of a Succession Matrix drilling down five levels, if appropriate with all contact information.
- Working on the identification of laws, rules, policies, mou provisions impacted by Influenza Pandemic and considering options such as waivers that may be necessary to ensure COOP