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Response Levels	Level 0	Level 1	Level 2	Level 3	Level 4
	Planning & Preparation	Enhanced Surveillance	Epidemic Containment	Business Continuation	Operational Shutdown
Goal	Early Warning	Timely, Key Information for Senior Management & Employees	Maintain Function of Personnel Key to Ongoing Operations	Maintain Key Business & Operational Functions	Security of Corporate Assets - physical and financial
Triggers	On-going	News stories about potential pandemic in multiple, major media outlets; No to a few cases of the disease in NAFTA	(i) First case of the disease reported in company employee or (ii) a data sources issues a travel alert for NAFTA or (iii) person-to-person spread within NAFTA is increasing	Multiple cases of the disease reported in company employees	Utilities, shipping, and supply of feedstocks so disrupted, or customer demand drops so severely that continued operations no longer tenable
Customers			No disruption of product demand	Some customers reduce operations and reduce demand for products	Multiple customers curtail operations and refuse/cancel deliveries of products
Supply Chain			No disruption of feedstocks and logistic support	Minor problems with service from suppliers and logistical support.	Multiple shortages of feedstocks and logistical support becomes unreliable.
Government			No new travel or transport restrictions or quarantines	Travel alerts issued for regions or entire countries within NAFTA. Quarantines are in place. Screening of travelers in airports.	International travel into and out of country is prohibited/restricted. Symptomatic individuals involuntarily quarantined. ????
External Medical Resources			Hospital and clinic capacity not impacted. Some shortages of key pharmaceuticals, gloves, and hand sanitizers reported.	Key pharmaceuticals, gloves, and hand sanitizing solutions not available. Overload of hospitals and clinics in impacted regions.	Hospitals, clinics, and medical personnel overtaxed and less available.
Key Steps	Acquire stocks	Weekly updates/briefings from Medical to Executive Committee	Start surveillance for fever & symptoms	Non-key personnel stop reporting to company sites	Shutdown of operations
LEADERSHIP & MANAGEMENT					
Declared By	Corporation Medical Department	Sr. Vice President for Human Resources	North American Executive Committee	North American Executive Committee	North American Executive Committee
Corporate Crisis Center			Consider activating Corporate Crisis Center	Corporate Crisis System activated [in person or virtual]	Corporate Crisis System activated [in person or virtual]

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Key Vendors/Suppliers	Inquire about the companies Pandemic Preparedness Plans & stockpiles	Confirm that PPP in place and stockpiles ready			
STAFFING					
Staffing Levels		Normal Staffing	Normal Staffing	Only Key Personnel continue working in Co. or Customer facilities - Non-key personnel sent home	Only Personnel essential to secure the Corporation's physical and financial assets
Telecommuting / Work from home	Consult with Information Services			Considered as option for reducing person-to-person exposure	Required
Employee Communication					
HEALTH INFORMATION MANAGEMENT					
External Data Sources on the Pandemic	World Health Organization, U.S. Centers for Disease Control, Int'l SOS websites	World Health Organization, U.S. Centers for Disease Control, Int'l SOS websites	World Health Organization, U.S. Centers for Disease Control, Int'l SOS websites	World Health Organization, U.S. Centers for Disease Control, Int'l SOS websites	World Health Organization, U.S. Centers for Disease Control, Int'l SOS websites
Monitoring of Health Data Sites					
Employee Health Monitoring System [EHMS]	Develop Employee Health Monitoring process	Test the system including contact with all key personnel	Active	Active and add 800-number	Active and add 800-number
For Sr. Management	Response plan with summary of associated systems provided in writing	Weekly summaries from the Corporate Medical Director	Daily summaries from the Corporate Medical Director	Daily summaries from the Corporate Medical Director	As instructed by Executive Committee
For All Employees					
MEDICAL and PUBLIC HEALTH INTERVENTIONS					
Vaccinations	Promote Annual Influenza vaccination of employees	Check Vaccination Status of Key Employees - Influenza			
Anti-virals Key Personnel	Stock Tamiflu sufficient for large number of post-exposure prophylaxis	Instruct travels to affected countries to start prophylactic doses and commence general hygiene measures.	Distribute stock to site Medical Departments where present; to site managers where no site Medical. Start Post-Exposure Prophylaxis, Prophylaxis of Health staff.	Continue to provide Post-Exposure Prophylaxis, Prophylaxis of Health staff and provide Tamiflu for treatment of febrile illness c/w Avian Influenza	As permitted by availability of BC Medical Staff, provide Tamiflu for treatment of febrile illness c/w Avian Influenza to employees

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Pro-active Medical Surveillance	Nothing	Establish stocks of temperature measurement devices (probably ear probes) to all fixed sites along with forms require by KEHMS reporting	Mandatory temperature and symptoms checks of all employee/ contractors / vendors, at point of entry to a site. By Medical / Security	Mandatory temperature and symptoms checks by all employees and contract personnel, at point of entry to a site.	Mandatory temperature and symptoms checks by all employees at point of entry to a site.
PHYSICAL STEPS TO LIMIT EMPLOYEE EXPOSURE					
Removal from the workplace					
Disinfection of surfaces					
Onsite Cafeterias					
Personal Protective Equipment					
BC Medical Staff					
TRAVEL					
Company Travel In To Country			Discouraged	Stopped	Stopped
BC Travel Out of Country		For countries with WHO travel alerts, restricted to essential travel - requires approval of V.P. Minimize employee time in affected country.	Discouraged	Stopped	Stopped
SECURITY					
Securing Anti-virals					
Securing GLOVE & SANITIZER stocks					
Securing distribution of supplies					
Site Security Measures					