SEC
SECURITY EXECUTIVE COUNCIL
A research and advisory firm

Phases of Pandemic
with Action Items for Security

1

No detected transmission
- Regularly review business continuity plan
- Align roles/responsibilities of Incident Management Team
- Conduct tabletops with internal and external resources
- Conduct research on risk likelihood and preparedness
- Inventory pandemic preparedness essentials
- Build/strengthen relationships with public health agencies
- Develop expat playbook and update crisis evacuation plans

2

First human transmission
- Notify Critical Incident Management Team
- Gather reputable situational awareness sources
- Engage company communication resources
- Track incidents
- Gather situational risk intelligence

3

Isolated transmission
- Stand-up Critical Incident Management Team
- Business impact analysis
- Business travel analysis
- Supply chain disruption risk analysis
- Develop work from home procedures and communication
- Analyze stakeholder impacts
- Acquire adequate PPE and cleaning/disinfectant supplies

4

Continental transmission
- Stand-up 24x7 GSOC support
- Decide thresholds for restricting travel and closing sites
- Visitor controls
- Evaluate essential services contracts to ensure they meet new guidelines of standards of care for their employees

5

Global transmission
- Build/strengthen relationships with public health agencies
- Document "essential workers" exclusion requirements for individual countries and states and link to plans
- Coordinate temp/symptom screening logistics
- Stagger workforce and create additional space to ensure redundancy of essential services

6

Regional deceleration
- Define thresholds for reopening
- Business resumption/modification planning
- Office re-entry procedures and communication
- Travel resumption/modifications plan
- Secondary infection monitoring
- Define cleaning, sanitization, disinfection, and QC procedures per govt or health agency guidelines
- Communicate to C suite the capabilities of existing security technology for social distancing, contact tracing
- Work with leased property managers to understand/influence their cleaning protocols

7

Planning for the new normal
- Survey constituencies and ask for thoughts and concerns about reopening
- Coordinate with HR to define or support security and safety plans for remote workers, incl. domestic violence, mental health, emergency response
- Re-evaluate risk transfer and mitigation strategies
- Communicate revised safety and security support, guidelines and requirements
- Conduct community readiness assessments to determine whether governments and schools in site locations are prepared

8

Phased recovery
- Access insurance & government relief programs
- Hire/recall staff from furlough
- Supply chain disruption risk analysis
- Commend company frontline workers
- Qualitative/quantitative cost analysis

9

Intense monitoring
- Monitor for reoccurrence
- Survey stakeholders for recommendations
- Address preparedness and competency gaps
- Maintain a Contagious Illness Working Group made up of business unit leaders and executives

Throughout All Crisis Phases
- Document lessons learned and actions taken
- Document technology and resource investments that, had they been in place, could have eased or assisted in managing the crisis