Copyright

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812 Proctor Avenue   5497 Colony Heights Road
Ogdensburg, New York USA 13669   Manotick, Ontario Canada K4M 1A7

Version 2009 printed 2009

Copyright and Software License Issues for BPPS Users
The BPPS Software License is a Single-User License
(unless you have purchased one of our network versions).

This means that you CAN:

- Install the system only on your own computer;
- Use the software only on your own computer;
- Use the software to develop plans for your own company or department or for your own clients.

This means that you CANNOT:

- "Share" the software with friends, colleagues, or associates who have not purchased their own BPPS license.

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1. THE PHILOSOPHY

The BPPS (Binomial Pandemic Planning System) program is used to create your Business Pandemic Plan by assisting you in the selection of planning content and in the generation of a fully formatted document.

All businesses depend heavily upon information and the ability to process and analyze this information. These businesses increasingly depend on computer-supported information processing and telecommunications. Technology and automated systems are often used to process and analyze information and their disruption for even a few days could cause severe financial loss and threaten the very survival of the business. This dependency will continue to grow with the trend toward decentralizing information technology to individual organizations within companies. The increasing dependency on computers and telecommunications for operational support poses the risk that a lengthy loss of these capabilities could seriously affect the overall performance of the company.

If your staff cannot be at their place of business because of the effects of a pandemic, then you will not be able to continue your business unless you have planned for this eventuality.

A business pandemic plan gives your company a competitive advantage because you will still be in business.

BPPS is a menu-driven system in Windows that helps you to produce a Business Pandemic Plan for your company.

You decide which topics to include in your Plan and which databases to include and BPPS will do the rest. It is an automated system which will quickly and easily generate the components of your Pandemic Plan. BPPS contains the information that you need to quickly prepare a Plan.

The advantages of BPPS are:
1. speed of development of your Plan,
2. comprehensive content right out of the box,
3. low price, and
4. easy to maintain your Plan

After you have created the plan, BPPS is used to continue to maintain the plan, through modifying text and updating data.

2.   INSTALLING BPPS
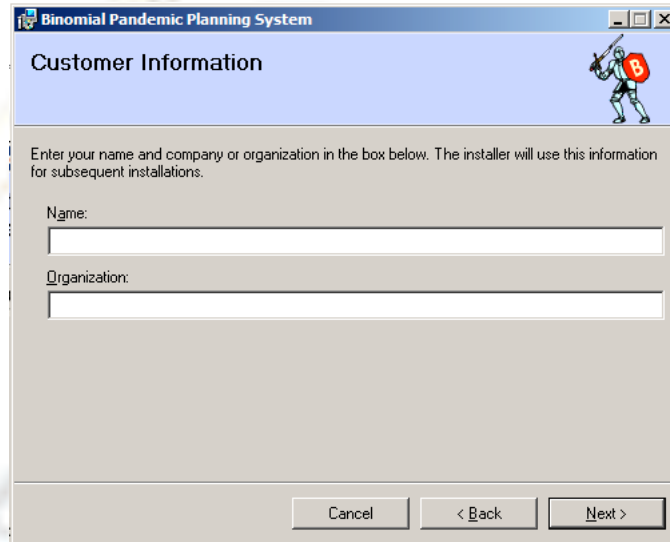
BPPS will self-install. Simply place the CD in your CD drive and close the door.

When you close the door on the CD the AutoRun program starts (if your settings do not allow AutoRun to start, then run the file Setup.exe file in the root directory of the CD and follow the installation instructions

The setup program will then install BPPS on your computer.
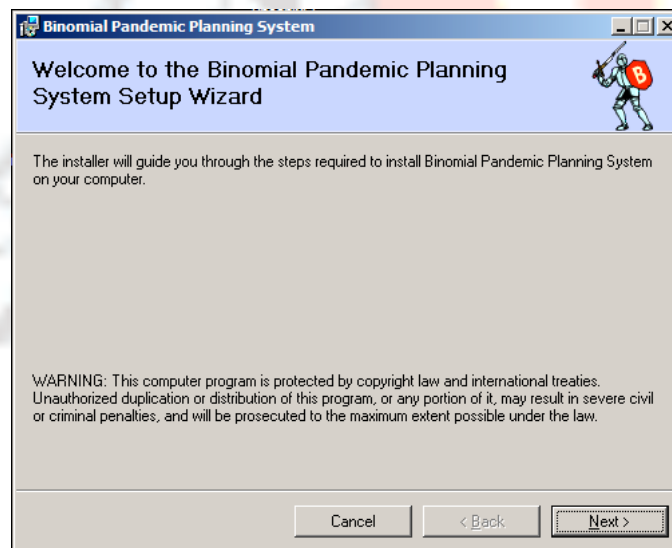
You will have the option of selecting the directory into which BPPS will be installed. The default directory is C:\Program Files\Binomial International Inc\BPPS but you can change this if you wish.

When the program has finished installing, the BPPS window with the program icon is displayed.

Note that you need to have administrative privileges on **XP/Vista/Windows 7** to install the software.

2.1 DEMO VERSION

BPPS is installed as a demo version. To make it into a full version, select Help – Registration and enter the numbers requested there. The correct numbers will complete the registration.

If you do not have the registration numbers, these may be obtained by placing an order for the system. We accept purchase orders from recognized companies and credit cards (Visa, MasterCard, American Express).

2.2 REGISTRATION DIALOG

The demo version of BPPS enables you to view the Table of Contents of all of the plan and selected parts of the content, but not to edit nor print any of the plan. When you purchase BPPS, all of the rest of the content will be unlocked. You will be sent a serial number, user count, and registration

code. Enter these values into the following dialog box in order to enable BPPS.
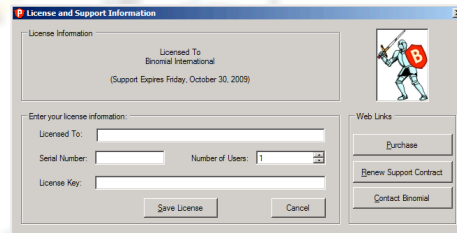
The OK button only becomes enabled if the information is correct.

You can order your copy from:
*   **www.binomial.com/pandemic_planning**
or

*   by calling **1-877-246-6642** or
*   by calling **1-800-361-8398**
*   by faxing us at **(928) 441-4170**.

3   THE DESKTOP

3.1 THE OPENING SCREEN
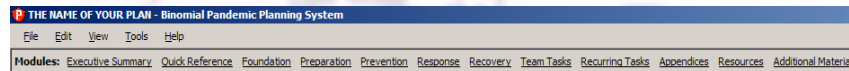
will be seen at the top of the screen.

On the left of the screen, you will see the various modules:
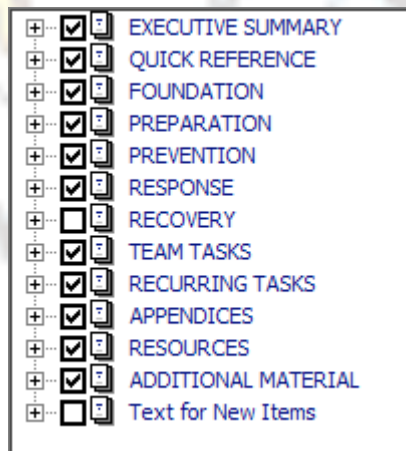
Each of these can be expanded by clicking on the plus sign. An example is seen here:
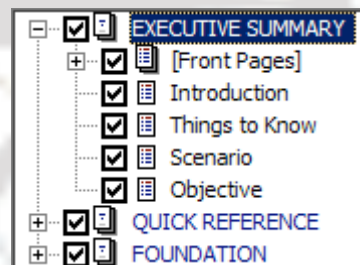
3.2 BPPS OPERATION

Once BPPS is installed, there will be the BPPS icon on your desktop. To run BPPS, either click on the BPPS icon or follow the **Start | Programs | Binomial Pandemic Planning System | BPPS path**.

The splash screen will be displayed briefly and the BPPS desktop will open behind the splash screen.

The plan is divided up into modules, each of which can be published separately. There are twelve areas to the BPPS desktop (although you can add more):

Executive Summary
> The Executive Summary explains the nature of pandemics, the motivation for pandemic planning, and gives an overview of this plan.

Quick Reference
> This section has information that will be needed for a quick response to an immediate problem.

Introduction
> This section covers the rationale for emergency planning and your company's response. Select or modify the sections you need based upon your analysis of the risks your company faces.

Foundation
> This module explains the objectives and the nature of the pandemic planning process.

Preparation
> This section covers the steps that must be taken to prepare for a disaster, including vulnerability, assessment, preventative measures, emergency communications, administration, and logistics.

Prevention
> This module explains the steps necessary for preventing the transmission of disease and mitigating the effects of a pandemic.

Response
> This section gives an overview of your response to a disaster, including determining whether the emergency response plan should

be activated, the activation of your emergency response plan, and the follow-up and evaluation following a disaster response.

Recovery

This module discusses the steps required to return to normal operations following a pandemic.

Team Tasks

In this section you select the teams that will take part in the disaster Pandemic process. For each team, you determine what that team will do before, during, and after a disaster.

Recurring Tasks

For the plan to be effective, the plan must be exercised and staff must be trained. The plan must also be maintained and updated, and regular audits should be carried out. These topics are covered in this section.

Appendices

The appendices cover areas such as the methodology used in generating the plan, the strategies used for dealing with various threats, the establishment of an emergency command center, and your observations and conclusions while creating this emergency response plan.

Resources

This section references external documents and procedures which may be used during the preparation and maintenance of the plan, or are required during execution of the plan. This section also contains references to Binomial resources for use with BPPS.

Additional Material

This section contains the essential lists of information you need for your plan. It is also the area where you assign personnel to teams. You do not need to replicate information stored in a secure and accessible offsite location here.

BPPS will start with a Sample Plan. This plan will demonstrate some of the features of the software as it creates sample data.

4. TO CREATE A PLAN

4.1 NEW PLAN

To create a new plan, select FILE | NEW PLAN. This command will open the new plan wizard and display the boxes as shown. Fill in the information required and select OK.

BPPS will open and load the last plan that was open when you last closed the program.
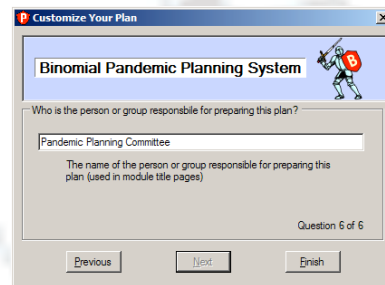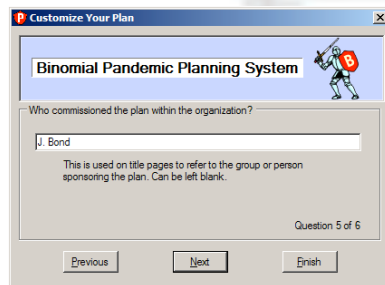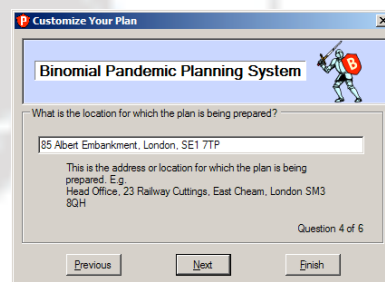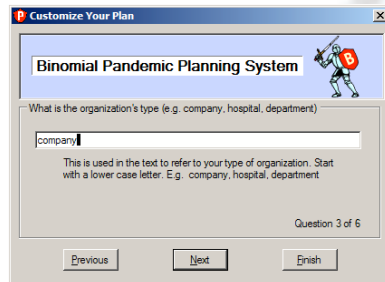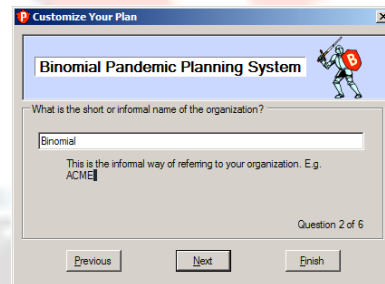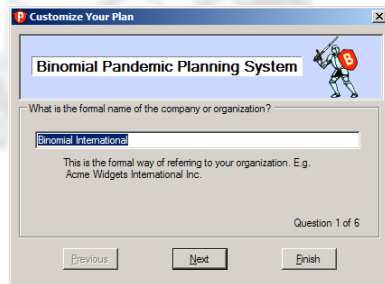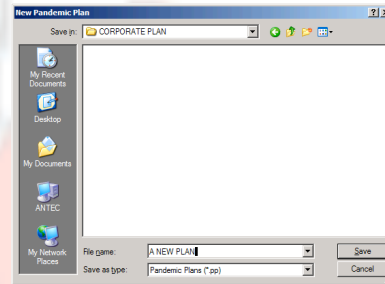
4.2 OPEN

With BPPS, you are able to manage several different plans. This command is used to load the plan that you want to use.

4.3 DELETE

If you wish to delete a plan, then delete it in Windows Explorer. This is done to ensure that you really wanted to delete the plan. Note that a plan that is currently open cannot be deleted.

4.4 BACKUP PLAN

It is important to back up your plan so that it isn't lost with a computer problem. Make a copy of your plan using Windows Explorer.

4.5 MASTER PLAN

You may have a situation in which you wish to create multiple plans within your organization, but start from the same basis. To do this, first create a master plan starting from our BPPS text, then copy it to create a starting point for your own plans.

5. TEXT MODULES

All of the modules have detailed content supplied

5.1 BPPS TEXT

This is the supplied text in the BPPS product.

To access these modules, scroll down on the left of the page
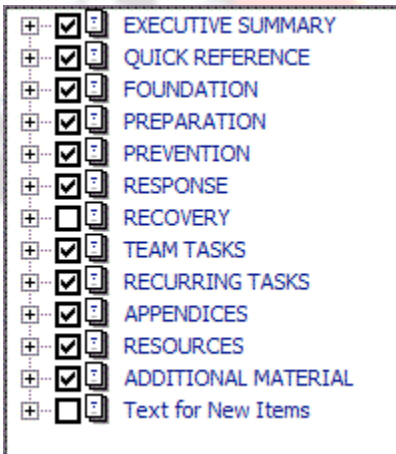
or the buttons at the top of the page.
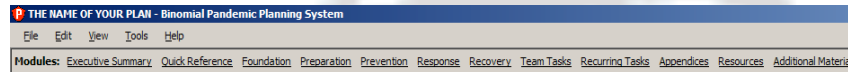
5.2 SELECTING TEXT (NOTE LOWER LEFT)
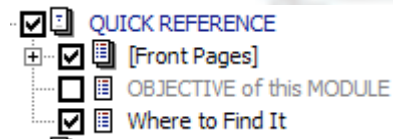
You select the text that you wish to include in your plan by toggling the check-mark in front of each text section. When you toggle a major section, all sub-sections belonging to it are also toggled. You can see this happening in the progress bar at the lower left corner of your screen. Unchecked text is grayed out.

5.3 INCREASING SCREEN WORKING AREA

This version of BPPS has a feature to allow you to change your screen
working area. There is a spacer bar between the left-side menu and the
text.

Click on this spacer bar and drag it right or left to give as much space as
possible for editing and inputting text.

This new sizing is maintained when the program is re-started.

5.4 AUTOMATIC RENUMBERING OF SECTIONS

In the on-screen menu, the sections are not numbered as in a regular Plan.
This is because your numbers, if you omitted any sections, would not be in
the correct order. So, to overcome this, the program automatically numbers
all of the section that have been selected when the Plan is generated.

5.5 MODULES

Each module contains information required in the development of the Plan. You may modify any of the text, you can delete some of these modules, and you can easily add more modules.

All of the modules begin with:

☑ 🗒 [Front Pages]
　☑ 📄 [Title Page]
　☑ 📄 [Approvals & Distribution]
　☑ 📄 [Contents]
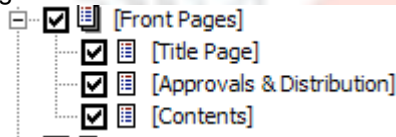
The Title Page contains information on this module. The method to edit this will be explained later in "How to Edit Content"

The next section is Approvals & Distribution.

APPROVALS

Name	Signature	Date

DISTRIBUTION

This *[<MODULE>]* module may have a restricted distribution.

Name	Signature	Date

[<PAGE BREAK>]

This section is where to keep information on who has approved the content of this module and who has copies of this module.

The next section:

TABLE OF CONTENTS

[CONTENTS LISTING WILL GO HERE]

[PAGE BREAK HERE]

contains the table of contents for this module. This table of contents will be automatically generated.

5.5.1 Module: Executive Summary

This module has information to keep senior management informed.
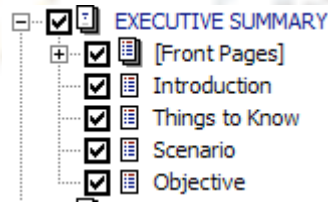
The writer of this plan decides which paragraphs are to be included in the Plan and which are to be ignored.

The check boxes indicate which sections will be included in the copy of the Plan that you generate. The program retains the selected status of the sections between runs. By default, all sections are marked for inclusion when the program is first run.

To change the selection status of a section, simply click on the square beside the section name. If the section is checked, all sub-sections will be toggled.

The check marks mean that a particular section will be included. A gray check box means not all sub-sections for that section are selected.

If no sections have been selected, a message is presented and the plan generation is cancelled.

To change the name of any section (or module), first highlight the section name with the left mouse button, then click again with the left button or click with the right button. Either way will allow you to change the text. Click 'enter' to accept the new text.
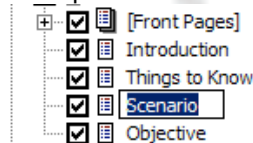
5.5.2 Module: Quick Reference

This section has information that will be needed for a quick response to an immediate problem.

5.5.3 Module: Foundation

This module explains the objectives and the nature of the pandemic planning process.

☑ 🗋 FOUNDATION
⊞ ☑ 🗐 [Front Pages]
     ☑ 🗐 Disclaimer
     ☑ 🗐 Introduction
⊞ ☑ 🗐 HOUSEKEEPING
⊞ ☑ 🗐 INTRODUCTION TO EMERGENCY PLANNING
⊞ ☑ 🗐 INTRODUCTION TO PANDEMICS
     ☑ 🗐 Estimated Pandemic Influenza Impact on [<ORGANIZATION>]
     ☑ 🗐 [<ORGANIZATION>] Business Continuity Planning Methodology
     ☑ 🗐 The Planning Process
     ☑ 🗐 Maintaining Critical Service Delivery during a Pandemic
     ☑ 🗐 [<ORGANIZATION>] Pandemic Influenza Business Continuity Strategy
     ☑ 🗐 Purpose of Pandemic Planning

[<ORGANIZATION>] will be replaced with the name of your organization (company, hospital, department, etc.) when you generate the plan.

5.5.4 Module: Preparation

This section covers the steps that must be taken to prepare for a disaster, including vulnerability, assessment, preventative measures, emergency communications, administration, and logistics.

☑ ▤ PREPARATION
  ⊞ ☑ ▤ [Front Pages]
    ☑ ▤ Description of this Stage
    ☑ ▤ Trigger to activate this Stage
    ☑ ▤ Planning Assumptions
  ⊟ ☑ ▤ Preparation Tasks
      ☑ ▤ Roles and Responsibilities
      ☑ ▤ Designation of Pandemic Oversight
      ☑ ▤ Continue Liaison Activities
      ☑ ▤ Possible Cessation of Services
      ☑ ▤ Determine Critical Service Levels
    ⊟ ☑ ▤ Human Resource Issue
        ☑ ▤ Risks to Employees
        ☑ ▤ Risks to Employees: Possible Responses
        ☑ ▤ Absenteeism Policies
      ⊟ ☑ ▤ Absenteeism Policies: Possible Responses
          ☑ ▤ Maintenance of Pay during an office closure
          ☑ ▤ Leave during an office closure:
          ☑ ▤ Temporary help agency personnel and/or Contractors
          ☑ ▤ Collective Agreements
          ☑ ▤ Safeguarding Personal Information
          ☑ ▤ Keeping Communications Open and Frequent
          ☑ ▤ Alternative Work Arrangements
          ☑ ▤ Psychological Counselling
          ☑ ▤ Staff Travel Restriction Policies
          ☑ ▤ Business Travel
          ☑ ▤ Personal Travel
        ⊞ ☑ ▤ Supplies

5.5.5 Module: Prevention

This module explains the steps necessary for preventing the transmission of disease and mitigating the effects of a pandemic.

- ☑ PREVENTION
  - ☑ [Front Pages]
  - ☑ Description of this Stage
  - ☑ Trigger to activate this Stage
  - ☑ Prevention Tasks
    - ☑ Roles and Responsibilities
    - ☑ Assess and Confirm Required Response Level
    - ☑ Communicate
    - ☑ Activate Preliminary Control Measures
      - ☑ Hygiene education
      - ☑ Prepare for the deployment of PPE and other Supplies
      - ☑ Implement Social Distancing training program
      - ☑ Prepare to provide higher levels of work place cleaning
      - ☑ Implement Travel advisories for travel to high risk areas
      - ☑ Implement Increased Pandemic Situation monitoring
      - ☑ Initiate Employee Sickness and Absenteeism Monitoring

5.5.6 Module: Response

This module gives an overview of your response to a disaster, including determining whether the emergency response plan should be activated, the activation of your emergency response plan, and the follow-up and evaluation following a disaster response.

☑ RESPONSE
  ⊞ ☑ [Front Pages]
  ☑ Description of this Stage
  ☑ Trigger to activate this Stage
  ☑ Response Tasks
    ☑ Roles and Responsibilities
    ☑ Assess and Confirm Required Response Level
    ☑ Activate Emergency Communications Plan
    ☑ Communicate
    ☑ Activate Control Measures
      ☑ Implement Business Travel Restrictions
      ☑ Restrict Workplace Entry of People with Influenza Symptoms
      ☑ What are the Differences between Influenza and a Common Cold?
      ☑ Workplace Cleaning
      ☑ Increase Social Distancing
      ☑ Deploy Personal Protection Materials
      ☑ Workplace Illness Monitoring and Control
      ☑ Isolation and Quarantine
      ☑ Contact Tracing and Management
        ☑ Contact Definition
        ☑ Contact Tracing
        ☑ Reallocate Work Resources to Maintain Critical Services
        ☑ Possible Cessation of Services

5.5.7 Module: Recovery

This module discusses the steps required to return to normal operations following a pandemic.

☑ Response and Recovery Tasks
  ☑ Establish criteria and processes for Returning to Normal Business Levels
  ☑ Communication
  ☑ Manage the Return to Business as Usual process
  ☑ Conduct a Full De-briefing Process
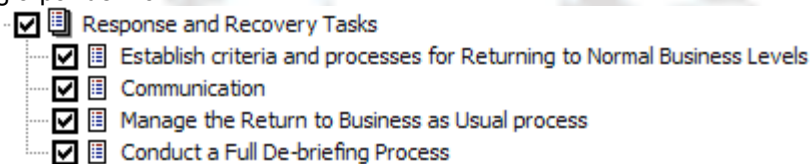
5.5.8 Module: Team Tasks

In this module you select the teams that will take part in the disaster Pandemic process. For each team, you determine what that team will do before, during, and after a disaster.

☑ TEAM TASKS
  ⊞ ☑ [Front Pages]
  ⊟ ☑ MANAGEMENT TEAMS
    ⊞ ☑ Senior Management Team
    ⊞ ☑ [<ORGANIZATION>] Emergency Command Team
    ⊞ ☑ Pandemic Steering Committee
    ⊟ ☑ Pandemic Operations Team
      ☑ Responsibilities
      ☑ Challenges
      ☑ Team Members
      ☑ Monthly Review
      ☑ Tasks: (WHO Stages 1-3) Pre-Pandemic Period
      ☑ Tasks: (WHO Stages 4-5) Pandemic Imminent Period
      ☑ Tasks: (WHO Stage 6   ) Full Pandemic Period
      ☑ Tasks: (Return to Normal) Recovery Period
      ☑ Requirements
      ☑ Dependencies
      ☑ Assumptions
      ☑ Other Information
  ⊟ ☑ COMMUNICATIONS TEAMS
    ⊞ ☑ Communications Team
    ⊞ ☑ Webite Team
  ⊟ ☑ PANDEMIC SUPPORT TEAMS
    ⊞ ☑ Liaison Team
    ⊞ ☑ Alert Information Team
    ⊞ ☑ Human Resources Team
    ⊞ ☑ Legal Team
    ⊞ ☑ Logistics & Supplies Team
    ⊞ ☑ IT Coordination Team
    ⊞ ☑ Physical Security Team
    ⊞ ☑ Plan Development Team
    ⊞ ☑ Exercise Management Team

Teams are so important in your Plan that they are explained in greater detail in section 5.6 below.

5.5.9 Module: Recurring Tasks

For a plan to be effective, the plan must be exercised and staff must be trained. The plan must also be maintained and updated, and regular audits should be carried out. These topics are covered in this section.

- ☑ TRAINING
  - ☑ GENERAL
  - ☑ WHO SHOULD BE TRAINED
  - ☑ RECOMMENDED FUNCTIONAL TRAINING
  - ☑ TRAINING PHASES
  - ☑ RESPONSE PROCEDURES TRAINING
  - ☑ PRIMARY PROCEDURES FOR EMERGENCY RESPONSE
- ☑ TESTING
  - ☑ GENERAL
  - ☑ EMERGENCY DRILLS
  - ☑ EXERCISES
  - ☑ SCOPE of the EXERCISE
  - ☑ EXERCISE FREQUENCY
  - ☑ EXERCISE RESPONSIBILITY
  - ☑ DATA COLLECTION
  - ☑ TEST SUGGESTIONS
- ☑ MAINTENANCE
  - ☑ PURPOSE
  - ☑ MAINTENANCE REASONS
  - ☑ MAINTENANCE REPORTS
  - ☑ MAINTENANCE SCHEDULE
  - ☑ MAINTENANCE LOG
- ☑ AUDITING
  - ☑ AUDITING the PLAN
  - ☑ COPIES of the PLAN
  - ☑ STAFF TRAINING & AWARENESS
  - ☑ OFF-SITE STORAGE
  - ☑ INTERDEPENDENCIES
  - ☑ EMERGENCY RESPONSE & RECOVERY
  - ☑ TESTING & EXERCISES
  - ☑ MAINTENANCE of the PLAN
  - ☑ DOES THE PLAN MAKE SENSE ?

5.5.10 Module: Appendices

The appendices cover areas such as the methodology used in generating the plan, the strategies used for dealing with various threats, the establishment of an emergency command center, and your observations and conclusions while creating this emergency response plan.
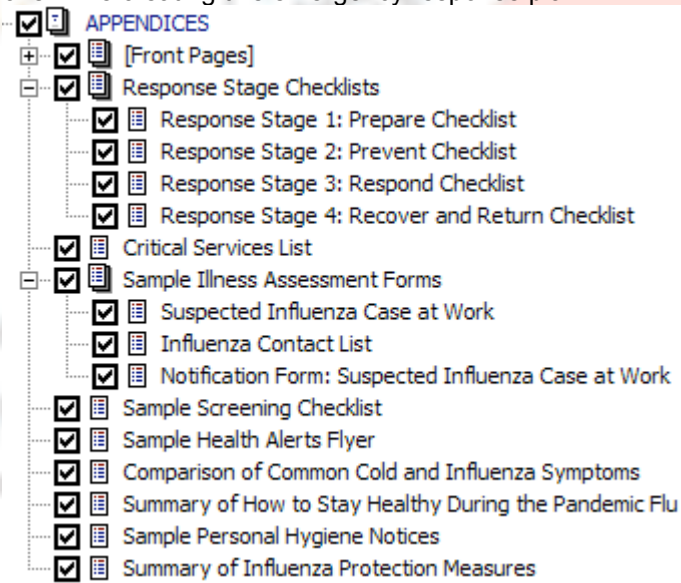
Often a plan will rely on documents which are already maintained elsewhere. For example, you probably already have good documentation explaining how to backup and restore your accounting system. You may already have checklists used to identify vulnerabilities in various systems.

Assuming such documents are already stored in a secure location which will be available in an emergency, you should not attempt to replicate such documents in your plan because you will then have to maintain two documents. Instead you should include references to their location and content so that a person reading the plan during an emergency can identify and retrieve the appropriate documents.

For resources of a general nature, this module is the recommended place to reference these documents in your plan. If the documents are on a web server, you should include the complete URL in the plan. BPPS will recognize a complete URL (e.g. http://www.example.com/) and automatically

generate a link to the website. This allows you to quickly check that links are correct.

Using file URLs you can also refer to documents on a file server. For example, to refer to the file \\binomial\release\testing.txt, use the URL:

file://binomial/release/testing.txt

For resources specific to a team there is a trade-off between ease of reference by the team during an emergency, and ease of reference by the plan maintainer. We recommend including the resource details in this module for centralized maintenance then referring to this section within the individual team plans.

5.5.11 Module: Resources

This modules references external documents and procedures which may be used during the preparation and maintenance of the plan, or are required during execution of the plan. This section also contains references to Binomial resources for use with BPPS.
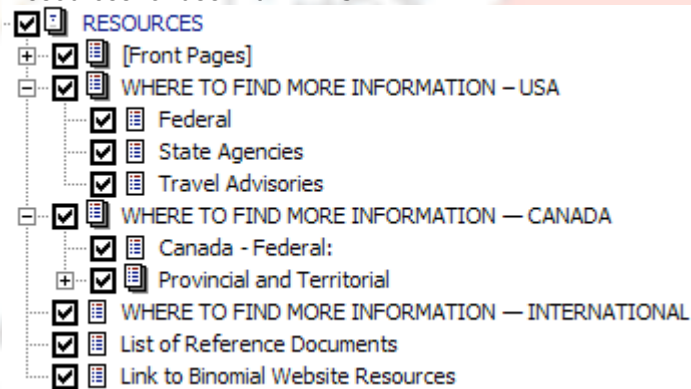
5.5.12 Module: Additional Material

This module contains the essential lists of information you need for your plan. It is also the area where you assign personnel to teams. You do not need to replicate information stored in a secure and accessible offsite location here.
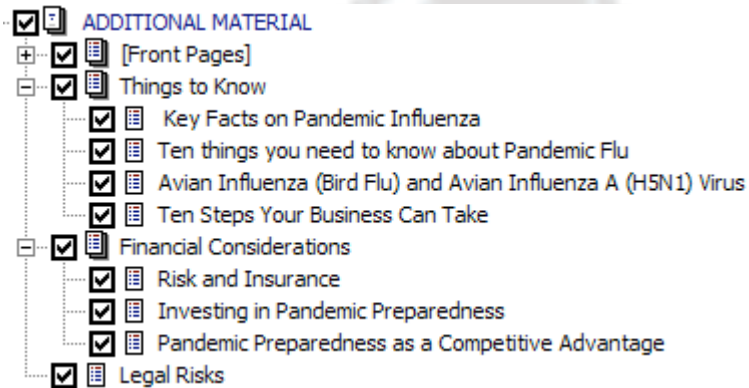
5.6 MODULE: TEAMS

The BPPS Teams Module contains textual information for inclusion in the Pandemic system. This includes all of the teams that could be a part of the plan and the tasks that each team will perform, before, during and after a disaster.

☑ TEAM TASKS
    ☑ [Front Pages]
    ☑ MANAGEMENT TEAMS
        ☑ Senior Management Team
        ☑ [<ORGANIZATION>] Emergency Command Team
        ☑ Pandemic Steering Committee
        ☑ Pandemic Operations Team
            ☑ Responsibilities
            ☑ Challenges
            ☑ Team Members
            ☑ Monthly Review
            ☑ Tasks: (WHO Stages 1-3) Pre-Pandemic Period
            ☑ Tasks: (WHO Stages 4-5) Pandemic Imminent Period
            ☑ Tasks: (WHO Stage 6   ) Full Pandemic Period
            ☑ Tasks: (Return to Normal) Recovery Period
            ☑ Requirements
            ☑ Dependencies
            ☑ Assumptions
            ☑ Other Information
    ☑ COMMUNICATIONS TEAMS
        ☑ Communications Team
        ☑ Webite Team
    ☑ PANDEMIC SUPPORT TEAMS
        ☑ Liaison Team
        ☑ Alert Information Team
        ☑ Human Resources Team
        ☑ Legal Team
        ☑ Logistics & Supplies Team
        ☑ IT Coordination Team
        ☑ Physical Security Team
        ☑ Plan Development Team
        ☑ Exercise Management Team

The Teams portion of the desktop is as shown above. The user decides which paragraphs are to be included in the Plan and which are to be omitted.

The Teams window shows the sections in the Teams document. The check boxes indicate which sections will be included in the copy of the Plan that you generate. The program retains the selected status of the sections between runs. By default, all sections are marked for inclusion when the program is first run.

To change the selection status of a section, simply click on the square beside the section name. If the section is checked, all sub-sections will be toggled.

The check marks mean that a particular section has been included. A gray check box means not all sub-sections for that section are selected.
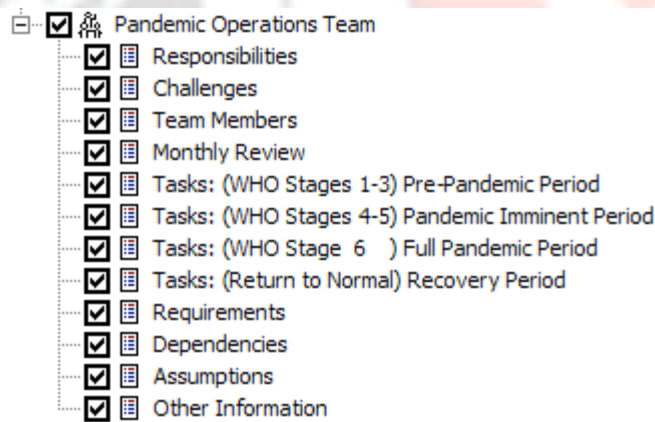
5.6.1 To Change the Name of a Team or Team Section

To change the name of any team (or team section), first highlight the team name (or team section) with the left mouse button, then click again with the left button or click with the right button. Either way will allow you to change the text. Click 'enter' to accept the new text.

5.6.2 To Add a Team

By right-clicking, you have the option to add a team. Be sure to position the cursor at the correct place in the plan.

5.6.3 To Modify a Team

To modify team text, treat the sections as any other text.

6. EDITING

BPPS has been designed so that all editing is done in Microsoft Word. The huge benefits of this are the comprehensive formating capabilities of Word.
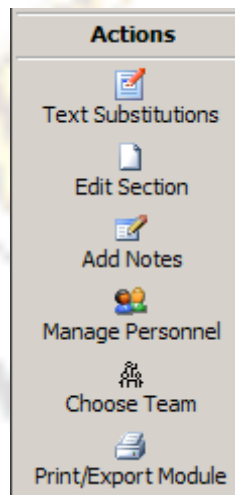
The available actions are:

a) Text Substitutions – used to make macro substitutions of text

b) Edit Section – used to edit the sections in the place. This is where most of your editing will be done.

c) Add/EditNotes – used to add non-printing notes (shown in red) on the screen

d) Manage Personnel -

e) Choose Team –

f) Print / Export Module –

6.1 TEXT SUBSTITUTIONS

BPPS has the capability of exchanging set fields with pre-determined information. The set fields have the format [<ALL CAPS>]. An example is [<ORGANIZATION>]. When BPPS encounters this type of structure, it searches through the text substitution table and makes the substitution to the name of your organization.
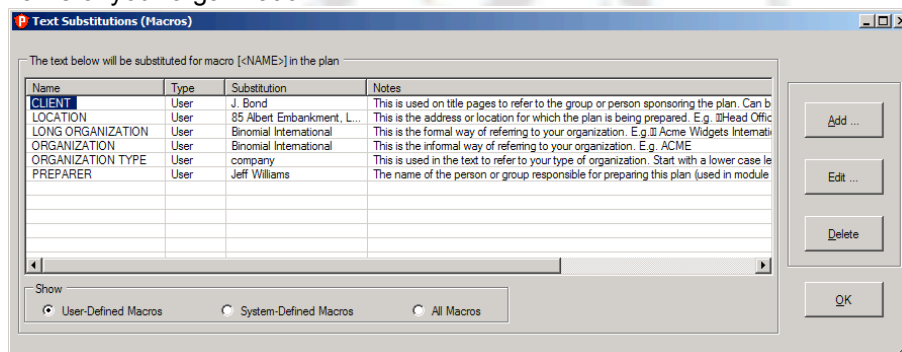
The ones that you will want to input are;
- the name of your organization
- the name of the client for this plan
- the long, or official, name of your organization
- the short, of common, name of your organization
- your location
- the type of your organization (company, hospital, government, etc.0

In addition, there are system-defined fields that you should investigate as well.
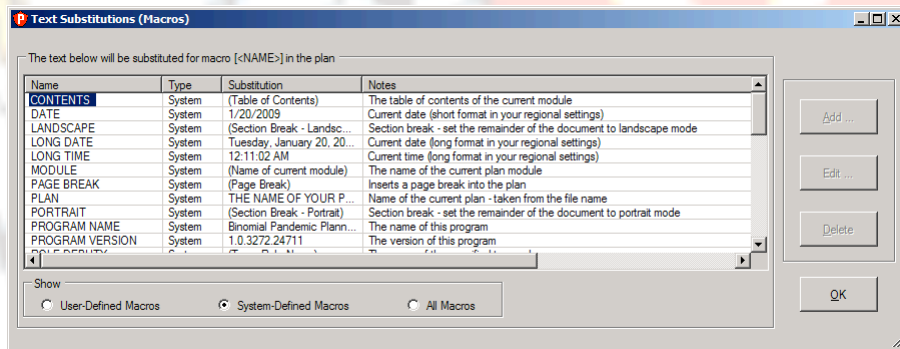
This is a very powerful tool that you will definitely want to use.

6.2 EDIT SECTION

The edit section tool is the way that text is edited in BPPS. Select a section from the left-side menu and it is displayed in the center panel. To edit the content, select the 'edit selection' from the right panel. The section will then open in Word so that you can make your edits.
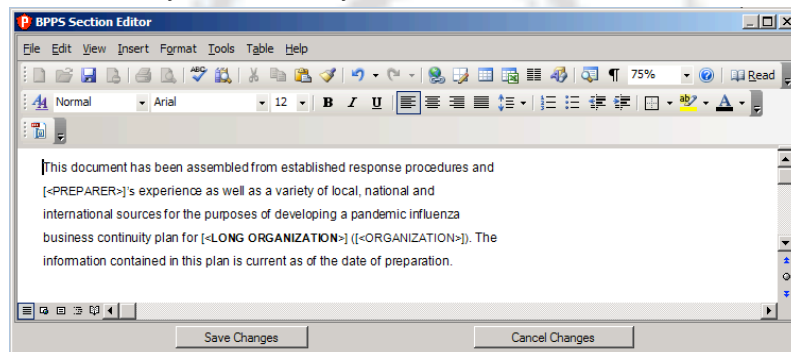
Once your edits are done, select either the 'save changes' button or 'cancel changes' button to save or abandon the edits.

All of your edits in each section and team will be made in this manner.

6.3 EDIT NOTES

This 'edit notes' tool is used to add notes to any section in the plan. These notes only show on the screen but not in print. They are meant to record some information or guides to help in the development of the plan.

FOUNDATION

This module explains the objectives and the nature of the pandemic planning process.

(These notes appear on the screen and do NOT appear in the printed plan.)

Edit Notes

File   Edit

Notes on FOUNDATION:

This module explains the objectives and the nature of the pandemic planning process.

(These notes do not appear in the published plan.)

Save   Cancel
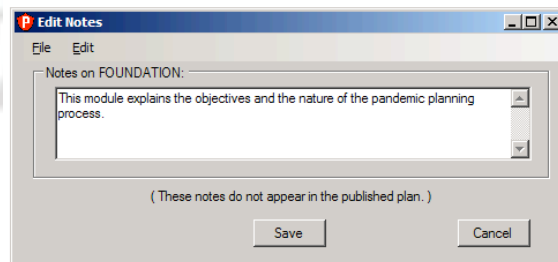
This example from the Foundation Module shows the notes (in black) as keyed in. The notes (in red) show only on the screen.

6.4 MANAGE PERSONNEL

This feature is used to manage your personnel. Key in the people who will be on your teams.
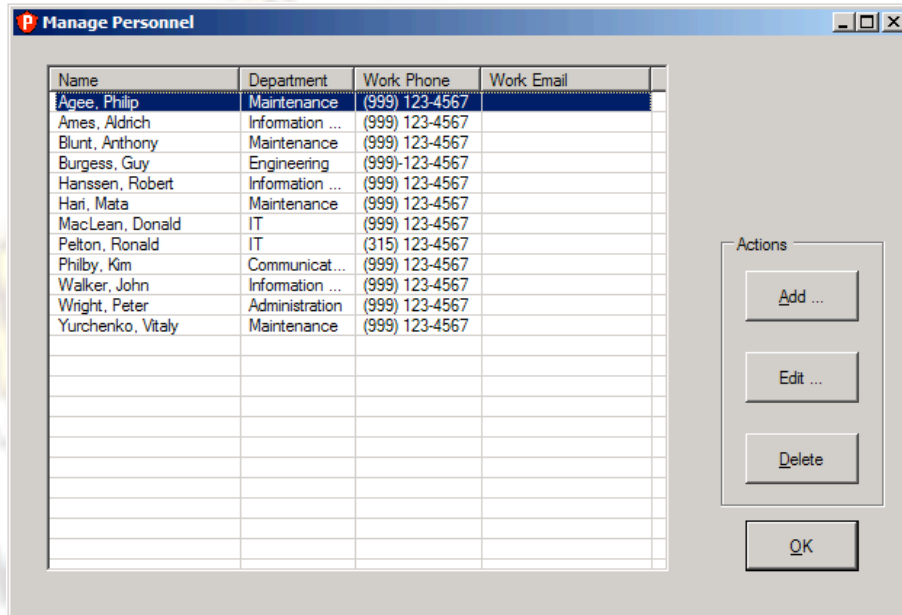
6.5 CHOOSE TEAM

This feature has two functions. The first is to decide what the roles of the team members should be. The supplied roles are Team Leader, Deputy Leader, and Team Members but these may be changed.

The second function is to assign personnel , who have been added in the above tool (Manage Personnel) to teams. This selection process is done separately for each team.

Note that the last option on the Personnel drop down is *<Add New>*. This can be used to add a person to the plan without using the Manage Personnel dialog.

6.6 PRINT / EXPORT MODULE

This feature is how you will be able to print your plan. Select a module from the left-side menu by highlighting anywhere within the module. Then select this option from the right-side panel. The entire module will be generated in Word and the table of contents will be automatically selected. Note that only the topics that you selected will be included and that the sections within the modules will be numbered correctly in the table of contents.

7.   MENU COMMANDS

These are the Title Bar commands. Each is explained below:

File	Edit	View	Tools	Help

7.1 FILE MENU

File	Edit	View	Tools	Help

New …	Ctrl+N
Open …	Ctrl+O
Close	
Recent Files	▶
Exit	
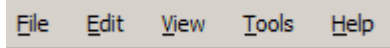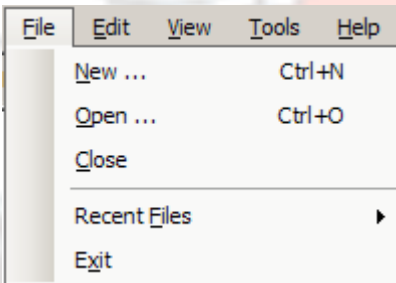
File Commands	**Description**
New Plan…	Creates a new plan.
Open Plan…	Opens an existing plan.
Close Plan…	Closes current plan.
Recent Files	Displays backed up plans to restore
Exit	Exits BPPS.

7.2 EDIT MENU
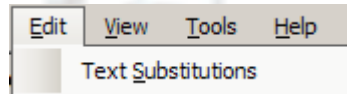
7.2.1 Text Substitutions

This command permits you to automatically change text in the BPPS text. Select Edit | Text Substitutions and this menu is displayed. In the BPPS text, there are markers such as [<ORGANIZATION>]. When the plan is generated, this marker is replaced with the text you have in your MARKUP menu. As shown, this marker will be replaced with 'Binomial'. You can add as many markers as you wish. Any markers that are in the menu, but not in the text are ignored.
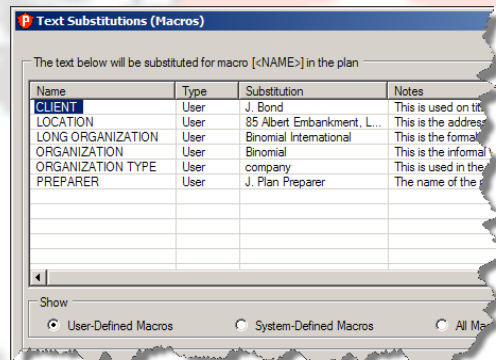
In the example shown, there is also a marker added to the text as [<LOCATION>] which would be replaced by 'Your Company Location' at generation time.

See section 6.1 in this manual for a more detailed explanation of this feature.

7.3 VIEW MENU

Select View | Refresh and the current plan is re-loaded.
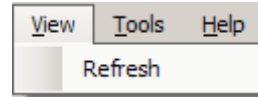
This is mainly useful if multiple users are editing the same plan. If one user changes the structure of the plan in a way that interferes with another user, then the second user will receive an error message asking them to refresh their copy of the plan.

7.4 TOOLS MENU
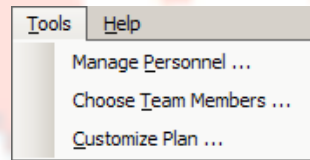
7.4.1 Tools | Manage Personnel

This is used to input the personnel who will become team members.
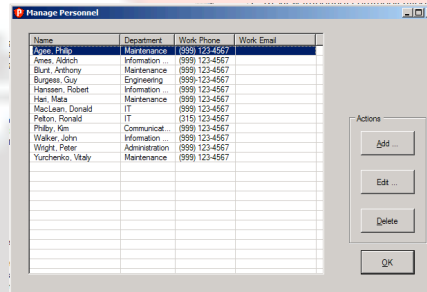
7.4.2 Tools | Choose Team Members

This is used to team roles and member assignments
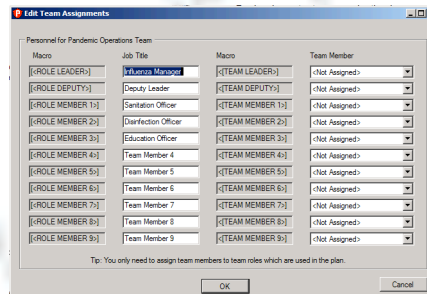
7.4.3 Tools | Customize Plans

This can be used to re-run the original series of wizard dialogs shown when a new plan is created.
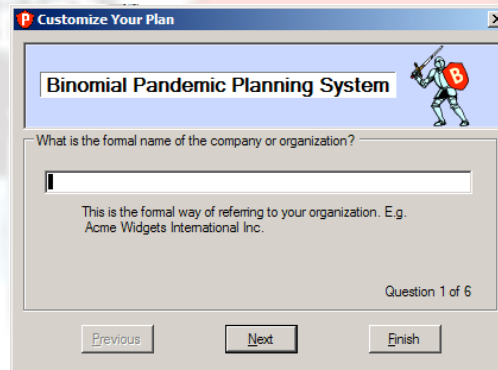
7.6 HELP MENU

In the left of the upper toolbar, this shows the name of the plan that you are working on.
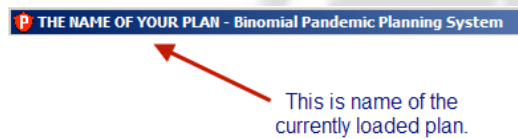
You should always create a plan with a name that is meaningful to you.

In the lower right corner, this tells you that this is a licensed copy of the program:

The name of the licensed purchaser of the program will be here.

Click HELP on the toolbar for help contents, index to help contents, a link to the Binomial website and for registration of the program.

7.6.1 Help Menu
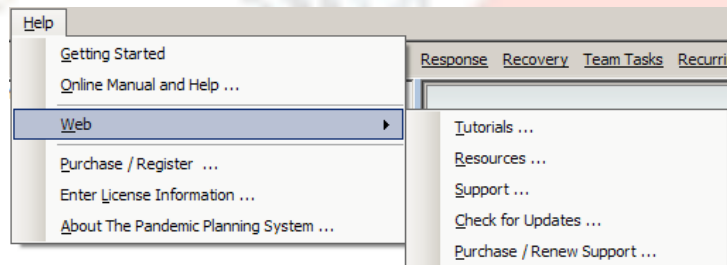
Use the Help menu to obtain information about or access on-line help for BPPS.

Getting Started	Display the on-line help contents
Online Manual & Help	Display the search dialog for on-line help
Web|Tutorials	Display the PDF version of this document
Web|Resources	Display in PDF beginning instructions
Web|Support	Launches your web browser and points it to the Binomial web site
Web|Check for Updates	Launches your email client and creates a new email addressed to us
Web|Purchase or Renew Support	Displays the registration dialog where you can enter the codes that turn BPPS into a complete system
Purchase/Register	Displays version information for BPPS
Enter License Info	
About BPPS	

7.6.2 Help|Getting Started

Choose this menu item to display a point-by-point procedure for starting your new plan.

7.6.3 Help|Online Manual & Help

Choose this menu item to get
- help about the current dialog box.
- a list of available topics when there are multiple topics to choose from.

7.6.4 Help|Web|Tutorials

This will link to tutorials on our websites to help answer your questions about BPPS.

7.6.5 Help|Web|Resources

Choose this menu item to open your web browser and go directly to help areas with resource information on pandemics.

The Binomial website is at www.binomial.com

7.6.6 Help|Web|Support

Use this menu item to visit the Binomial website to request technical support. The program will automatically fill in the answers to some of the questions on the support form, so this is the preferred method of obtaining technical support.

7.6.7 Help|Web|Check for Updates

This menu item visits our website to check if you have the latest version of BPPS installed.

7.6.8 Help| Web|Purchase or Renew Support

Choose this menu option to visit our website to purchase a copy of BPPS or to renew your support contract.

7.6.9 Help| Purchase/Register

Choose this menu option to visit our website to purchase a copy of BPPS or to renew your support contract.

7.6.10 Help| Enter License Info

Choose this menu option to enter or check your license and support contract information.

7.6.11 Help| About BPPS

This menu option displays an About dialog box with information about the BPPS program.

The About dialog box has a support button which shows a dialog with lots of information our technical support team may need to diagnose a problem.

The support information can be easily copied to the clipboard and pasted into an email or support form.

8.   OUTPUT

All of the output from BPPS is through   the button.
See section 6.6 in this manual.

Print/Export Module
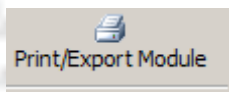
9. TABLE of CONTENTS

The Tables of Contents are generated automatically when you print each module.

10. SAMPLE DATA

When BPPS is installed, the plan contains some sample data (Personnel) to aid in understanding the formats.

When you are familiar with the program, you should either start a new plan, or delete the sample data (Personnel) to avoid confusion.

11. FINISHING YOUR PANDEMIC PLAN

Now that you have generated the BPPS Pandemic Plan, you need to finish it by customizing it for your situation. This will involve the following:

- backing up your output files or copying them to another directory so that they are not inadvertently overwritten by a subsequent revision of the plan;
- reviewing the content of each of the sections you have included in the plan.

In attempting to satisfy the needs of a great many customers, the "BPPS" sections may contain too much detail or may not present the information quite the way you would.

Feel free to update the content however you like.

This is your plan!

If you did not select all of the "BPPS" sections, you may wish to revisit the sections you omitted. It is also a good idea to generate the whole plan the first time you use the procedures so that you can view it and decide which sections you may not need.

A good plan is one that is practical and maintainable (and maintained). Plan maintenance includes ensuring that all procedures in the plan are kept up to date.

12. ADDITIONAL INFORMATION TO INCLUDE IN YOUR PLAN

Additional information you should consider including in your plan:

- Alternate work locations
- Useful external telephone numbers
- References to related company plans and procedures

Always ask yourself if a piece of information would be readily accessible during a pandemic. If it might not be, then it should be included in the plan.

13. ADVANCED TOPICS

BREAK APART

BPPS has the ability for importing existing plans from other sources or other information in Word format.

To do this, ensure that the Word document has styled headings as this is required for the Break Apart methodology to properly divide your material into sections.

Create a new section. Open this section with the 'Edit Section' button. When the section opens in Word, paste the new Word document. Save this document.

Highlight the new section's name. Then right click on the name and select 'Break apart'. The new section will be broken apart with headings becoming appropriate sub-sections. There will likely still be hand corrections to be made.

This feature can be used to bring in a complete plan written elsewhere.

Note that a maximum of 100 pages at a time will give better results.

DRAG AND DROP

Sections can be moved in BPPS in two ways.
- To move a section to elsewhere in your Plan, left click on the section heading and move the cursor to another section heading. The 'moved' section will be inserted in front of the target heading.
- To move a section to elsewhere in your Plan, and demote it, left click on the section heading, move the cursor to another section heading and then to the right, clear of any words. Release the button and the section will be moved and shifted to the right. A section can also be promoted by drop in on the senior heading.
- Note that all of these operations can happen within or across modules.
- Note also that there is no undo function in BPPS.

COPY AND PASTE

Text can be copied, just as you would normally do in Word.

- Select a section
- Select 'edit section'
- Select the desired text in the Word panel.
- Close the panel
- Go to the target section
- Select 'edit section'
- Paste the save text
- Save the changed section.

14. TECHNICAL SUPPORT

Should you require further assistance or experience any problems with this product, Binomial International can be contacted at the following:

Mail :	Binomial International,
	812 Proctor Avenue,
	Ogdensburg, New York 13669
Phone :	(613) 232-1200
Fax :	(928) 441-4170
email :	bpps@binomial.com (sales)
	support@binomial.com (support)
World Wide Web :	http://www.binomial.com

Note that depending upon the package you purchased, you have either 30 days or 1 year of free support from the date of purchase. We strongly recommend that you purchase the annual support package which provides you with unlimited support and all upgrades. The cost is 15% of the current product price.

Within your company, you should designate someone as being the single point of technical contact. (This is a requirement for multi-user and site discounts). In this way, you will develop the technical expertise within your company and will only need to contact Binomial only for situations that exceed that expertise. It helps to have the skills in-house when an incident happens.

15. NETWORK INSTALLATION

To run BPPS on a network, with each user sharing the same set of plans, you need to perform the following steps.

1. Install a copy of BPPS on each workstation on which it will be used. Note that BPPS cannot be run directly from the server, because this will not correctly register the components used. You should be a system administrator when performing the installation.

2. Create a directory on your file server. We suggest using the name BPPSData or BPPSPlan for this directory. Enable sharing for this directory, restricting access to those users you wish to be able to modify your emergency Pandemic plans.

3. Create a new plan using one of the desktops on which BPPS is installed, and save the new plan to the shared directory.

4. On each workstation, run BPPS. Open the plan in the shared directory from the File menu.

5. All the workstations will now share a common BPPS plan.

6. Note that for performance reasons each running copy of BPPS keeps a local copy of parts of the plan structure. If more than one person is editing the plan, the local copy could get out-of-sync with the plan on the server. If this happens, you will receive an error message asking you to refresh your local copy. Use the Refresh menu item on the View menu to refresh the local copy of the plan.

APPENDIX 1:

TEAMS

PANDEMIC PLANNING & RESPONSE TEAMS

MANAGEMENT TEAM	
	Senior Management Team
	Emergency Command Team
	Pandemic Steering Committee
	Pandemic Operations Team
COMMUNICATIONS TEAMS	
	Corporate Communications Team
	Website Team
PANDEMIC SUPPORT TEAMS	
	Liaison Team
	Alert Information Team
	Human Resources Team
	Legal Team
	Logistics & Supplies Team
	IT Coordination Team
	Physical Security Team
	Plan Development Team
	Exercise Management Team

TEAMS THAT YOU SHOULD ALSO HAVE AS PART OF YOUR BUSINESS CONTINUITY PLANS

MANAGEMENT TEAM	
	Emergency Response Management Team
MANAGEMENT SUPPORT TEAM	
	Plan Development Team
	Situation Inspection Team
	Exercise Management Team
ADMINISTRATIVE BUSINESS TEAMS	
	Senior Management Team
	Corporate Communications Team
	Communications Center Team
	Finance Team
	Billing Team
	Resource Control Team
	Human Resources Team
	Payroll Team
	Administration Team

	Supplies Team
	Risk Management Team
	Legal Team
	Physical Security Team
OPERATIONAL BUSINESS TEAMS	
	Call Center Team
	Customer Support Team
	Order Administration Team
	Engineering Team
	Manufacturing/Production Team
	Marketing Team
	Sales Team
	e-Business Team
	Records Management Team
	Library Services Team
	Purchasing / Procurement Team
	Shipping Team
	Facilities / Maintenance Team
I.T. TEAMS	
	Data Center Operations Team
	Mainframe Hardware Team
	Mainframe Software Team
	Mainframe Operations Team
	Mini Computer Hardware Team
	Mini-Computer Software Team
	Mini-computer Operations Team
	Off-site Data Storage Retrieval Team
	Desktop Computing Devices Team
	Network Restoration Team
	Server Hardware and Software Team
	Help Desk Restoration Team
	Managed Services Team
	Web Services Team
	Database Administration Restoration Team
I.T. SUPPORTED TEAMS	
	Logical Security Team
	e-Business Restoration Team
	Website Restoration Team
RESPONSE TEAMS	
	Emergency Reaction Team
	Emergency Assessment Team
	Emergency Command Center Coordination Team
	Response Administration Team
	Logistics / Supplies Team
	Pandemic Finance Team

	Call Center Restoration Team
	Facilities / Maintenance Team
	Transportation Team
	Services Support Team
	Plant Restoration Team
	Voice Communications Restoration Team
	Relocation Team
	Volunteer Coordination Team
SALVAGE TEAMS	
	Damage Assessment Team
	Records Salvage Team
	Building / Facilities Salvage Team
	Manufacturing Salvage & Restoration Team

APPENDIX 2:

BACKING UP AND RESTORING BPPS PLANS.

You should ensure that the BPPS Plan is included in your regular computer backup plans.

Do not try and copy a plan while it is open in BPPS.

In addition to this backup, you should make sure you have a copy of your license key and a copy of the appropriate BPPS install program (e.g. XYZBppsSetup.msi) in a safe place.

APPENDIX 3:

Use this form to get each Team Leader to certify that their team is prepared.

TEAM CONTINUITY PLAN CERTIFICATION

Business Team: _____

Date: _____

I have provided the BCP coordination group with a current copy of my Team's continuity plan.

I am satisfied that this version of our plan is complete, accurate and up to date to the degree required for us to continue to execute our critical business processes in the event of a major disruption.

Plan Review Checklist:

Yes   No

Yes	No	
☐	☐	This plan was reviewed within the last 30 days.
☐	☐	All members of my business team have a current copy of this plan.
☐	☐	New staff are briefed on the BCP and our team's specific plans.
☐	☐	Business characteristics, processes and responsibilities have not materially changed since the last Business Impact Analysis.
☐	☐	Activities identified in our plan as "Preparation" tasks have been assigned to members of my team and are being maintained.
☐	☐	Dependencies on other teams assumed in our plan have been confirmed.

☐ ☐   Essential materials required by my team are safely stored off-site and have been recently reviewed for completeness and currency.

For any of the items you have checked "**No**" please indicate your plans:

_____
_____
_____
_____
_____
_____

Team Leader's signature: _____

APPENDIX 4:
Installation Files: What Is Installed Where ?

This information is intended primarily for use by system administrators.

By default, BPPS installs a set of files under:

C:\Program Files\Binomial International Inc\Binomial Pandemic Planning System\

Microsoft .Net libraries may also be installed during the installation process.

APPENDIX 5:

Known Installation Issues

The largest source of installation errors is truncated downloads from the Binomial website. Check that the size of the file downloaded matches the size of the file specified on the download page.

During installation, the install program may request that you install the Microsoft .Net Framework. A Url will be provided from which the framework may be downloaded and installed.

APPENDIX 6:

Known Issues

1. If Microsoft Word has an open dialog when the program is started, the program will not be able to communicate with Microsoft Word, an error message will be produced, and the program will shut itself down.

2. On some Microsoft Word installations, occasionally the main screen of the program will not redraw its display of the current section correctly. Changing the selected plan section will refresh the display and clear this problem.

3. The main screen may not always be redrawn when the program does not have "input focus"   (i.e. is not the program you are currently interacting with). When you click on the   program's window to return input focus the screen will redraw.

4. The Break Apart command (which allows you to break apart a section containing headings into multiple sections) may encounter problems with very large sections (more than 200 paragraphs). This is due to a timeout problem with Microsoft Word. If you need to import a large document into BPPS, import parts of it into separate sections in BPPS   rather than importing it as one large section.

5. The Break Apart function will destroy the current contents of the Windows Clipboard.

Check the Read Me file included in your installation for the latest list of known issues.

APPENDIX 7:

Troubleshooting

- ❑ Most installation problems are caused by incomplete Internet downloads. Check the size of the installation file against the size displayed on the web site.

- ❑ Many problems can be resolved by re-installing the software.

- ❑ Problems with screen updating can often be fixed by simply selecting a different section on the left hand side of the screen, the reselecting the original section.

- ❑ Some badly-behaved Microsoft Word Add-ins can cause problems with BPPS. Try running Microsoft word with any add-ins disabled to see if this cures the problem. The Support Info button (on the BPPS About Box dialog) will list all the Word add-ins detected by the program. The Word Add-Ins dialog can be used to disable add-ins. If this proves to be the problem, check with the supplier of the add-in to see if a more recent version is available.

If the above does not resolve the problem, please contact us at bpps_support@binomial.com .

APPENDIX 8:

Tips & Tricks

Some of these tips and tricks will probably only make sense once you are familiar with all the features of the program.

1. Keep regular backups of your plan.

2. If you wish to import a large document into BPPS, create one or more sections to hold the document, then copy and paste part of the document into each section. You can then use the Break Apart function (see right-click context menu on the tree on the left hand side of the screen) to create additional sections with copies of the document content. Try to eliminate unnecessary formatting and styles before importing the document: for best results only leave the Word "Normal" and "Heading n" styles in the document and remove any section numbering.

3. De-select sections (using the tick boxes) rather than deleting them. This excludes the section from the published plan, but allows you to copy content from the excluded section (or re-select it) at a later date.

<u>Support</u>

1. For fastest response, use the forms on the Binomial website to request support as these prompt you for all the information we need to handle your support request. If you are able to use the program's Help/Support menu item to access the website, most of the required information will be automatically filled in.

   The support URL is: http://www.binomial.com/software/support.php