

INFLUENZA PANDEMIC PLANNING

A New Training Program from the Building Owners and Managers Association (BOMA) of Canada

BOMA Canada is pleased to introduce **Module 4** of the new **Pandemic Planning Training Program**, facilitated by Marsh Canada Limited. The program has been tailored to meet the needs of our members and will provide a pragmatic approach to implement the BOMA Influenza Planning Guide and Toolkit. The program is offered through a series of WebEx training sessions that addresses all elements of a comprehensive pandemic planning program.

Module 4 Objectives

- To recommend best practice for effective pandemic communications for employees, management, and other business units within an organization;
- To recommend best practice for effective pandemic communications for government, key suppliers, key customers, tenants, and contractors;
- To convey the importance of maintaining and exercising a pandemic program and provide best practice guidance; and
- To provide pandemic response plan development considerations and actions.

Recommended Pre-Requisite

Completion of Pandemic Training Module 1 through 3.

Topics Covered

- Current Global Pandemic Situation
- Employee and External Communications:
 - Communication Objectives and Principles;
 - The Communications Team;
 - Roles and Responsibilities;
 - Communication Strategies by Phase;
 - Key Messages;
 - Audiences; and
 - Tools and Technologies.



Module 4

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Topics Covered (continued)

- Exercising:
 - Exercise Objectives and Benefits;
 - Scenario Development;
 - Assumptions;
 - Facilitation Rules; and
 - Action Plan.
- Recommended Plan Maintenance Approach and Schedule

Benefits and Handouts

The training program focuses on assisting property and facility managers to develop a planning capability, it stresses decision-making skills and communication strategies and encourages decision-making based on values. It has been developed based on the BOMA Pandemic Planning Guide and Planning Toolkit.

Action plan templates are provided at the end of the session to facilitate plan development.

Module 4 handouts include;

- Suggested Communication Strategies by World Health Organization (WHO) Phase;
- Sample Scenario Exercise; and
- Local Response Plan Sample.

All modules are tailor-made to meet the requirements of BOMA members.

Cost

Modules 1 through 4 are offered at a cost of \$395.00 each.

How to Enroll

Enrollment/registration is available online through the BOMA Canada Web site.

www.bomacanada-pandemic.ca

Mission Statement:

BOMA Canada represents the Canadian commercial real estate industry on matters of national concern, supports a strong communications network between its local member associations, BOMA International and other real estate associations and promotes professionalism of its members through education programs and effective public relations activity.



Presented by BOMA Canada



Facilitated by Marsh Canada Limited

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