

## Human Resources Disaster Preparedness Checklist

Reviewed: \_\_\_\_\_

### Before the Storm

Yes	No	N/A	Action
			Establish a chain of command and determine how critical decisions such as when to evacuate will be made.
			Establish a list of employees with contact information including alternate addresses, phone numbers, email addresses.
			Setup social media and other apps to communicate with employees during and after the storm.
			Facebook
			Group Me
			Texts
			Toll free number
			Website
			Other: _____
			Designate a person responsible for managing communication.
			Instruct employees on how to check in and monitor where and how to report in.
			Establish and confirm availability of alternate locations for operations.
			Create a safety checklist and designated safety personnel for during and after the storm.
			Establish personnel policy on how employees will be compensated for time during and after a storm.
			Create a list of functions that must be continued, can be delayed a few days, or can be delayed a week or more:
			Payroll
			Tax Payments
			401k/Benefit Payments
			Healthcare/FSA/HRA claims payments
			Other: _____
			Create a list of key employees and communicate their responsibilities before, during and after the storm.
			IT Personnel
			Operations Managers
			Financial staff
			Maintenance staff
			Other: _____
			Consider software and how it will operate during and after the storm.
			Time and Attendance
			Payroll
			HRIS
			Other: _____
			Confirm vendors are prepared with a business continuity plan.
			Bank
			Payroll/HR service provider
			Insurance agent
			IT service provider
			Other: _____
			Take pictures and video of the facility and equipment.

## During the Storm

Yes	No	N/A	Action
			Monitor weather and establish a timeline for putting plan into action.
			Ensure all data has been backed up and is secure.
			Confirm availability of alternate work locations.
			Give employees time to take care of personal needs.
			Remind employees of all communication tools and their responsibility to check in.
			Brief key employees on their responsibilities.
			Prepare the facility
			Secure loose materials.
			Power off and disconnect power to critical systems.
			Move all critical equipment to a secure place.
			Communicate to all employees "safety first".
			Prepare a safe place for employees required to stay onsite.
			Prepare supplies for employees required to stay onsite.
			Food, water
			Fuel
			Flashlights
			Radios
			Batteries
			Supply of employee medications
			Update pictures and video of the facility and equipment

## After the Storm

Yes	No	N/A	Action
			Have a designated person to inspect the facility and ensure it is safe.
			Make company leaders visible to employees.
			Utilize all communication methods to communicate with employees.
			Facebook
			Group Me
			Texts
			Toll free number
			Website
			Other: _____
			Be aware of employees' personal needs and provide assistance where possible. Show compassion but communicate the importance of business operations.
			Provide break opportunities to take care of personal needs such as insurance, banking, etc.
			Give access to computers and phones for employees to use during breaks.
			Make employee assistance program available to employees.
			Contact critical vendors and confirm ability to perform services.
			Bank
			Payroll/HR service provider
			Insurance agent
			IT service provider
			Other: _____
			Be a part of community relief efforts and encourage employees to get involved and be a part of a team effort.