***Emergency Preparedness for Human Resources Checklist***

This checklist includes considerations for HR in planning for emergencies. A multidisciplinary emergency planning team should be established within the organization to include members of the HR department.

**Employee Safety Training Topics**

* Types of hazards and emergencies.
* Evacuation procedures.
* Shelter-in-place locations.
* Lockdown procedures.
* First aid supplies.
* Automated external defibrillators (AEDs).
* Assistance for employees with disabilities.
* Communication methods.
* Emergency response team members and contact information.
* Staffing expectations—essential employees, offsite work, layoffs.

**HRIS/Employee Records**

* Maintain electronic records for all employee information.
* Ensure that electronic files are backed up and maintained at an offsite location.
* Confirm offsite access to electronic files for HR and management.

**Payroll**

* For outsourced payroll, confirm that the payroll processing organization has offsite data storage and a continuity plan should the payroll company’s processing location be impacted.
* For in-house payroll, determine how payroll will be processed in the event that the payroll office is not accessible.
* Determine how live checks will be distributed to employees in the event the office is closed.
* Determine how direct deposit will be processed if the bank is impacted by disaster.

**Benefits**

* Maintain current contact information for all benefit plans and administrators.
* Determine how eligibility data will get to the administrator in the event the HR department is closed.
* Determine how payments will get to vendors for monthly premiums or funding for benefit plans.
* Determine how 401(k) hardship withdrawal requests will be processed.
* Ensure that an EAP service is available for impacted employees (knowing that a local service may be strapped at the time).

**Communications (Before, During and After Crisis)**

*Before:*

* Establish companywide communication systems to keep employees informed, including how to communicate if an area is affected by major power outages.
* Ensure managers maintain a contact list of personal phone numbers and e-mail addresses for department employees, and identify a staff person to be responsible for updating company intranet with critical status updates for employees.
* Require managers to develop a contact process to inform and/or locate department employees in the event of a disaster. Establish a combined organizational plan.

*During:*

* Establish who will ensure all employees are located and accounted for and provide emergency response teams with information on missing employees.
* Determine who will contact family members and how, as warranted.
* Determine how to keep key employees informed of operational needs, and who should share relevant information with all employees

*After:*

* Provide employees with appropriate EAP information for counseling or other assistance.
* Ensure a process for ongoing communications to keep employees informed of status updates and responsibilities.

**Recruiting**

* Maintain a backup of the applicant database.
* Determine a means to communicate with applicants to provide status updates.
* Determine an alternate recruiting method if not able to return to the office for a period of time.

**Compliance/Legal**

* Determine employee pay and benefit obligations should business operations cease.
* Ensure that legal documents in electronic format are properly backed up and paper records are stored in a manner to limit damage and/or loss.
* Maintain current contact information for state and federal agencies in the event that required filings are delayed