**Emergency Preparedness Checklist for Human Resources**

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.