

Human Resources Team Disaster Management Checklist

Pre-Storm

- Establish and maintain a call tree for the school
- Course created with Training Team to help prepare staff before a disaster strikes

During Disaster

- HR Director or designee calls into emergency line @ 10 AM and 5 PM each day
- HR Director or CO attempts to contact each manager
- Each manager attempts to contact team members
- Designate a leader to communicate procedures to team members
- Ensure 1 Benefits Manager filled
- Ensure 1 HR Manager filled
- Ensure 2 HR Support Representatives filled
- HR team identifies member to call in each day @ 9 AM and 4 PM to HR phone line
- Any non-critical members of the team have been assigned to other critical functions if necessary as determined by the Leadership Team/HR department
- HR will create a master list of employee status and be responsible for reassignment work in conjunction with directors
- HR team needs to make every effort to be online ASAP
- Email updates are sent out daily to employees with updates concerning the disaster
- All new hiring has stopped and team members responsible for hiring will shift to other HR needs