

Training Team Disaster Management Checklist

Pre-Storm

- Course created with HR to help prepare staff before a disaster strikes

During Disaster

- Director or designee calls into emergency line @ 10 AM and 5 PM each day
- Director or CO attempts to contact each manager
- Each manager attempts to contact team members
- Designate a leader to communicate procedures to team members
- Training team identifies member to call in each day @ 9 AM and 4 PM to training 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
- All Training and Development activities stop for duration of disaster