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# HR CATASTROPHE CHECKLIST

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## Policies

- Employees have access to policies
- Emergency closure policy addressing compensation issues
- Address attendance rules if necessary to accommodate emergency situation
- Flexible work options
- Overtime policy to qualify for FEMA reimbursements
- Define “essential employees” and who has to work
- Paying essential employees who have to work in a crisis, both exempt and non-exempt
- Written policies to address FFCRA and other emergency situations

## Payroll

- Plan to process payroll if unable to get to payroll office. Consider effects of paper checks and direct deposit.
- Access to employee emergency contact information
- Plan to pay employees who are out due to catastrophe

## Benefit Administration

- Plan to process health claims, life insurance claims, and/or disability claims
- Process and track worker’s compensation claims and/or property claims
- Contact information for all benefit administrators

## Technology

- Employee electronic records stored safely and HR will have access to offsite
- Data stored and backed up at an offsite location
- Access to all systems in case of an emergency
- Backup plan if no internet access

## Training

- 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

## Communication

- Establish a plan to communicate valuable information to employees before, during and after catastrophe
- All elected officials, appointed officials, department heads and/or supervisors have different methods of contact information for all of their employees
- System set-up to communicate off-site and thru other means such as websites, text messaging, social media
- Employee assistance program (EAP) available to assist employees during and after a catastrophe