

Enterprise Community Partners, Inc.

The **Human Resources Team Leader** provides information to support the optimal deployment of staff and volunteers in disaster response and recovery.

96 Hours

Pre-Event

**Main functions include:**

• Issuing disaster-related work policies.

• Providing staff with emergency updates.

• Instructing staff to document hours worked and expenses incurred because of the disaster.

• Updating staff contact information and confirming staff availability.

• Coordinating volunteers as needed.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date last revised \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**READY TO RESPOND** DISASTER STAFFING TOOLKIT

Human Resources Team Leader

Job Action Sheet

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Receive Section Meeting announcement from **Business Continuity Chief**. |  |  |  |
| Read entire *Job Action Packet* with tools and fill gaps as needed. |  |  |  |
| Collect lists of employees on vacation, leave of absence or otherwise away over the next two-week period from all departments. Alert **Business Continuity Chief** if any absences are likely to be critical. |  |  |  |



96 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Email departments requesting verification within 24 hours that staff contact lists are up-to-date and all staff have printed copies. Ask department heads to submit the names of staff who live in evacuation zones and send to **Business Continuity Chief**. |  |  |  |
| Review *Staff Communications Guide* and verify correct information for all staff in the *Staff Contact Sheet*. |  |  |  |
| Communicate any staffing gaps to **Business Continuity Chief**. |  |  |  |

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72 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Attend Business Continuity Section Meeting. |  |  |  |
| Confirm updated staff contact information with **Business Continuity Chief**. |  |  |  |
| Using the *Volunteer Agency Tracking Sheet*, contact agencies about the availability of volunteers. |  |  |  |
| Review impact of staff time-off plans and information on staff living in evacuation zones with **Business Continuity Chief**. |  |  |  |
| Reissue policies on working from home, use of personal time, etc. Confirm staff have access to IT systems and determine effect of office closures. |  |  |  |
| Reissue *Disaster Related Hours and Expenses Worksheet* to staff.Report to **Business Continuity Chief*.*** |  |  |  |
| Receive updates on staff availability conflicts and report to **Business Continuity Chief** with recommendations. |  |  |  |

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48 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Attend Business Continuity Section Meeting. |  |  |  |
| Send emergency event updates to staff and answer questions and concerns. |  |  |  |
| Confirm staff has received policies on working from home, use of personal time, etc. |  |  |  |
| Confirm staff has received *Disaster Related Hours and Expenses Worksheet*. |  |  |  |
| Review availability of volunteers for assistance after the disaster, and report to **Business Continuity Chief**. Prepare *Volunteer Sign-In Sheet* and other documents for working with volunteers. |  |  |  |
| Coordinate with **Business Continuity Chief** to address staffing needs. |  |  |  |
| Work with **IT Team Leader** to ensure staff are aware of recovery plan should IT be disrupted during the disaster. |  |  |  |



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|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Attend Business Continuity Section Meeting. |  |  |  |
| Address staffing gaps due to vacation and vulnerability due to disaster damage with **Business Continuity Chief**. |  |  |  |
| Address staff questions and concerns. |  |  |  |



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24 Hours

Pre-Event

12 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Identify and fill gaps as needed. |  |  |  |
| Address staff questions and concerns. |  |  |  |

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EVENT/

Immediately Following Event

EVENT

Stay on Alert

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Check in with all staff using multiple communication methods. Refer to *Staff Communications Guide* if needed. |  |  |  |
| Collaborate with **IT Team Leader** to estimate when normal IT operations will resume. |  |  |  |
| Attend Business Continuity Section Meeting, via conference call if necessary. |  |  |  |
| Work with **IT Team Leader** to assess damage and work with vendors as needed. |  |  |  |
| Review staffing and volunteer needs with **Business Continuity Chief** and develop plans to cover essential tasks. |  |  |  |
| Work with **Business Continuity Chief** and **Housing Chief** to deploy volunteers to sites. |  |  |  |

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Immediately

Following Event

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12 Hours

Post-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Attend Business Continuity Section Meeting. |  |  |  |
| Assist staff and provide updates to staff as needed. |  |  |  |
| Work with **Business Continuity Chief** and **Housing Chief** to deploy volunteers to sites. |  |  |  |