



# Human Resources Team Leader Job Action Sheet

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

**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.



**96 Hours**  
Pre-Event

Action	Date	Notes	Done
Receive Section Meeting announcement from <b>Business Continuity Chief</b> .			
Read entire <i>Job Action Packet</i> 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 <b>Business Continuity Chief</b> if any absences are likely to be critical.			



96 Hours  
Pre-Event



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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 <b>Business Continuity Chief</b> .			
Review <i>Staff Communications Guide</i> and verify correct information for all staff in the <i>Staff Contact Sheet</i> .			
Communicate any staffing gaps to <b>Business Continuity Chief</b> .			



# 72 Hours Pre-Event



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Action	Date	Notes	Done
Attend Business Continuity Section Meeting.			
Confirm updated staff contact information with <b>Business Continuity Chief</b> .			
Using the <i>Volunteer Agency Tracking Sheet</i> , contact agencies about the availability of volunteers.			
Review impact of staff time-off plans and information on staff living in evacuation zones with <b>Business Continuity Chief</b> .			
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 <i>Disaster Related Hours and Expenses Worksheet</i> to staff. Report to <b>Business Continuity Chief</b> .			
Receive updates on staff availability conflicts and report to <b>Business Continuity Chief</b> with recommendations.			



# 48 Hours Pre-Event



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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 <i>Disaster Related Hours and Expenses Worksheet</i> .			
Review availability of volunteers for assistance after the disaster, and report to <b>Business Continuity Chief</b> . Prepare <i>Volunteer Sign-In Sheet</i> and other documents for working with volunteers.			
Coordinate with <b>Business Continuity Chief</b> to address staffing needs.			
Work with <b>IT Team Leader</b> to ensure staff are aware of recovery plan should IT be disrupted during the disaster.			



# 24 Hours Pre-Event



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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 <b>Business Continuity Chief</b> .			
Address staff questions and concerns.			



# 12 Hours Pre-Event



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



## EVENT Stay on Alert



## Immediately Following Event

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



# 12 Hours Post-Event



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Action	Date	Notes	Done
Attend Business Continuity Section Meeting.			
Assist staff and provide updates to staff as needed.			
Work with <b>Business Continuity Chief</b> and <b>Housing Chief</b> to deploy volunteers to sites.			