Sample Checklist
*Please Customize for Your Organization*

**HR Department | Disaster Preparedness Checklist**

**Areas to consider in planning are:**

|  |  |  |
| --- | --- | --- |
| * HRIS and file records
 | * Training programs
 | * Business Partners

 (generalists) |
| * Compensation programs
 | * Recruiting
 |  |
| * Payroll
 | * Compliance/Legal
 |  |
| * Benefits
 |  |  |

**HRIS**

* Ensure that the backup location for the data files is in a separate and secured location from the main office.
* Confirm off-site access for those in HRIS and other critical members of HR.
* Contact procurement for a backup plan on obtaining personal computers quickly.
* Ensure a backup plan for HRIS help desk.
* Develop a website page, text or email list, or social media access for employees to receive office status updates.

**Compensation Programs**

* Ensure electronic backup on compensation data.
* Have survey data in hard copy in a safe place and have electronic data backed up.

**Payroll**

* Confirm that the payroll processing organization has off-site data storage.
* Have a means by which the payroll will be processed in the event that the payroll office is not accessible.
* Determine how checks will be distributed to employees in the event the office is closed.
* Determine a safe paycheck retrieval location and communication plan for employees
* Determine how direct deposit will be confirmed if the bank is impacted by disaster.

**Benefits**

* Determine how eligibility data will get to an administrator in the event the HR department is closed.
* Determine how payments will get to vendors for monthly premiums or funding for benefit plans.
* Determine how 401(k) contribution will get to the administrator.
* Determine how 401(k) hardship withdrawal requests will be approved.
* Establish benefit appeal determination process when working off-site.
* Update notices on benefits administration website.
* Request a medical administrator to assist in identifying if lost employees have filed claims.
* Consider having an EAP service available for impacted employees (keeping in mind that a local service may be overwhelmed at the time).

**Training Program**

* In preparedness training, encourage managers to create a contact list for department employees.
* Ask managers to have a contact process for department employees in the event of a disaster.

**Recruiting**

* Have a backup for applicant database.
* Determine a means for applicants to provide a status.
* Determine an alternate recruiting method if not able to return to the office for a period of time.

**Compliance/Legal**

* Ensure that legal documents are properly backed up.
* Collect contact information for all federal agencies in the event that a filing is delayed.