



## TEXAS ASSOCIATION *of* COUNTIES RISK MANAGEMENT POOL

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### *What should HR responsibilities be during an emergency or crisis situation?*

Each county must pre-plan for emergency situations. Some examples of HR responsibilities are listed below. These should be assigned/answered in advance or delegated to someone before an emergency occurs:

- Have a working list of employee names, addresses, home and cell phone numbers, email addresses and emergency contact information in order to contact employees as needed.
- Determine who will work with emergency responders in the county and provide for their basic needs.
- Determine who will be coordinating payroll and benefit issues. What hardware, software or supplies will be needed and is there an alternative for offsite preparation of payroll.
- Protect and calm employees, updating them, and addressing any grief issues.
- Handling discipline issues and evaluate the legality of employee responses and retaliation concerns.
- Coordinate communication between insurers and benefit providers
- Manage pay and benefits for disrupted employees.
- Obtain information about injured and killed employees.
- Prepare through training, procedures including documentation of employee action plans, emergency response plans, fire prevention plans, personnel policies etc.

### *What is HR's role during and after longer term disruptions?*

If there's a long-term disruption, what is HR's role? Below is a list of considerations that you should plan for in advance:

- Have a contingency plan when a site becomes inaccessible.
- Have a policy in place regarding remote work and telecommuting.
- Have a plan to inform employees, vendors, and the public of changed roles.
- Determine if attendance rules need to be changed and how to inform employees of when, where and how to report to work.
- Determine who is responsible for employee communication and how you will communicate to employees. Will you text, phone, use TV or Radio?
- Have a plan in place to continue to pay employees during a disruption. What alternative plans will be in place if banks are closed or direct deposit is no longer available?
- Determine how or if will you compensate for non-routine work.
- Determine how you will handle layoffs, terminations and reduced schedules.

*If you have questions, please contact your TAC HR Consultant.*

*(Link to HR Consultants)*

*Want more information regarding HR in Crisis?*

*(Link to Detailed FAQ's)*