

Chapter 3 Human Resources - Disaster Plan

Summary This Disaster Plan section of your Manager's/Employee Manual presents the Human Resources policies, procedures and practices of -----Company. It includes information on the following topics:

- Introduction** 3.1 Disaster Prevention
- Disaster Plan** 3.2 Disaster Plan Form
 3.3 Off-Site Services
 3.4 Upkeep Checklist (Daily/Periodic)
 3.5 In-House Emergency Equipment
 3.6 Off-Site Equipment and Supplies
 3.7 Inventory/Priority Lists
 3.8 Salvage Procedures
- Disaster Recovery** 3.9 Assessing The Damage
 3.10 Stabilizing The Environment
 3.11 Activating The In-House Recovery Team
 3.12 Restoring The Area
- Procedures** 3.13 Power Failure
 3.14 Fire
 3.15 Evacuation
 3.16 Tornado
- Appendix** 3.17 Company Layout - In-House Emergency Equipment
 3.18 Company Layout - Evacuation Routes
 3.19 Insurance Policies (Mgr. Manual Only)

Purpose This chapter provides guidelines to follow in the event of any emergency or disaster which may occur at the Company.