



## CONTINUITY PLAN: HUMAN RESOURCES

By Heather Hernandez, SORM Continuity Specialist

The current guidelines for the Human Resources section of the Continuity of Operations plan focuses on the roles and responsibilities of Senior leadership, non-continuity personnel, and Continuity Team personnel during an event with a large focus on the role of leadership and decision matrices during the event. The second focus is, understandably, the responsibilities of employees who perform essential functions during the event. The safety and preparedness of all other staff comes in a distant third as compared to the top two priorities. (See pages 6-10 of the Continuity Plan Template and Instructions for Non-Federal Entities and Community Based Organizations).

October's Continuity Council meeting will discuss the expansion of this section to cover additional concerns an agency might have regarding Human Resources. Some topics to consider are:

- Expanding on employee personal preparedness
- Involving rank and file employees in more continuity training and agency exercises
- Identifying resources which can help with physical, emotional, and mental wellness during a continuity event and listing those in the COOP Plan
- Identifying workers compensation procedures which might be necessary during a continuity event
- Procedures for paying and notifying non-essential personnel of their role during a continuity event
- Discussing and developing plans for employee risks due to the agency location such as fire drills, active shooter training, and situational awareness in downtown settings
- and more.

By expanding this section, agencies will ensure that employees are not only alive and safe after an event, but can also fulfill their roles and responsibilities to ensure essential functions are performed.

### OCTOBER MEETINGS

**In Person:**

October 19th at 10 AM  
William P. Clements Building  
Room 103  
300 W. 15th Street  
Austin, TX 78701

**Online:**

October 21st at 10 AM  
ZOOM Link:  
[CLICK HERE](#)

