

## Disaster Planning and Recovery Toolkit

A crisis or catastrophe in the workplace, whether the result of natural disasters, threats, fires, violence, or cybercrimes, can be devastating to an organization. Being proactive, prepared and offering clear communication is essential to maintaining the safety and security of employees. This toolkit provides information to help HR in their critical role of assisting an organization's efforts to anticipate, prevent, respond and recover from a disaster in the workplace.

### Articles

- [Business Continuity Planning – Staying Safe From the Storm](#)
- [How to Plan for Workplace Emergencies](#)

### Sample Business Continuity and Emergency Action Plans

- [Disaster Recovery and Business Continuity Plan](#)
- [Business Continuity and Disaster Preparedness Plan](#)
- [Emergency Action and Response Plan](#)
- [Emergency Procedure Quick Reference Guide](#)

### Related Checklists, Forms and Sample Policies

- [Preparing for a Crisis Situation Checklist](#)
- [Serious Illness and Death in the Workplace Checklist](#)
- [Business Fire Safety Checklist](#)
- [Employee Emergency Contact Form](#)
- [Electronic Communication Policy](#)
- [User IDs and Passwords Policy](#)
- [Workplace Accident or Incident Investigation Checklist and Report](#)

### Additional Resources (Business)

- Businesses can find links to sites that offer assistance with various disaster-related needs at [DisasterAssistance.gov](http://DisasterAssistance.gov).
- This U.S. Chamber of Commerce Foundation provides [tips and resources](#) for businesses to help in the disaster recovery process.
- [Emergency Preparedness Resources for Businesses](#) from the U.S. Department of Homeland Security (FEMA)

### Additional Resources (Crisis Management and Coping)

- Substance Abuse and Mental Health Services Administration (SAMHSA) Publications and Resources – [Coping with Traumatic Events](#)
- [Tips for Survivors: Coping With Grief After a Disaster or Traumatic Event](#) describes grief, suggests ways to cope, and distinguishes grief from complicated or traumatic grief. Resources for additional information and support are also provided. (SAMHSA)
- [Tips for Survivors of a Disaster or Traumatic Event: What to Expect in Your Personal, Family, Work, and Financial Life](#) identifies common effects of disasters and other traumatic events on various aspects of life, suggests steps to take in coping, and lists signs that a disaster survivor may need professional mental health support. (SAMHSA)

This sample document is only an example and is based on the laws in effect at the time it was written. MRA-The Management Association, Inc. does not make any representations or warranties regarding the appropriateness or prudence of using this information for any particular individual or situation. Your company should add, delete, or modify the content of this document as needed to suit your purposes. This material is for your information only and should not be construed as legal advice. In some circumstances it may be advisable to have legal counsel review final documents prior to implementation.

For further assistance call or visit [www.mranet.org](http://www.mranet.org), © MRA – The Management Association, Inc.

Wisconsin: 800.488.4845 • Minnesota 888.242.1359 • Northern Illinois: 800.679.7001 • Iowa & Western Illinois: 888.516.6357

- This [American Red Cross webpage](#) helps survivors handle the financial challenges they may face after a disaster. Tips are provided for handling insurance claims, cash flow, bills, and debt, as is information about agencies to contact to replace important documents, from a driver's license to a Social Security or Medicare card to a will.
- [Disaster Distress Helpline](#) and [Treatment Facilities](#) (SAMHSA)
- [Suicide Prevention Helpline](#) (The National Suicide Prevention Lifeline is funded by the federal Substance Abuse and Mental Health Services Administration (SAMHSA) and administered by the Mental Health Association of New York City (MHA-NYC).

## Additional Resources (Cybersecurity)

- Cybersecurity is critical to any business enterprise, no matter how big or small. However, leaders of small and midsize businesses often do not know where to begin, given the scope and complexity of the issue in the face of a small staff and limited resources. To help business leaders get started, the Department of Homeland Security (DHS) has provided a list of top resources:
  - [Stop. Think. Connect.](#) - tips and materials to protect businesses and their customers from cyber threats
  - [Toolkit Resources](#) - includes talking points for CEOs and steps to start evaluating your cybersecurity program)
  - [Cyber Resilience Self-Assessment](#) - assesses how well your business is doing in creating a culture of cybersecurity in the workplace
- [CyberSecure My Business™](#) is a comprehensive national program led by the National Cyber Security Alliance (NCSA) to help businesses of all sizes learn to be safer and more secure online.
- [Data Breach Response](#) - Practical steps for businesses to take when responding to a data breach.
- [Protecting Personal Information – A Guide for Business](#) - Most companies keep sensitive personal information in their files. The principles in this brochure can help a business keep data secure.
- [Start with Security – Lessons Learned](#) - The Federal Trade Commission's 50+ data security settlements offer guidance for businesses on how to keep sensitive information safer. *Start with Security* synthesizes those cases into 10 practical lessons adaptable to companies of any size and in any sector.
- DHS is engaging key stakeholders to gather information in the hopes of creating a more robust, and affordable, [cybersecurity insurance](#) market.
- The NIST Framework presents a common structure of procedures and practices in a manner that allows for communication of cybersecurity activities and outcomes across the enterprise. The NIST Framework consists of five concurrent and continuous functions — Identify, Protect, Detect, Respond, Recover. Here's an example of a [cybersecurity strategy document](#) utilizing the NIST framework.
- [Tips for Hiring a Service Provider with Strong Security Practices](#)
- [Online Security Tips](#)