Employer Preparedness: The Perspective from Human Resources

This survey is being conducted by the **XX** and the **XX** to learn about human resource professionals’ perspectives on emergency and disaster preparedness. If you are a human resources professional, you are invited to participate and answer questions about policies and practices in the agency or business that you work for related to protecting employees and promoting their well-being in the face of potential disasters such as severe storms.  This survey should not take more than 20 minutes of your time. The survey is entirely voluntary and anonymous -- **we are not asking for your name or your company or agency name**. There are no known risks to participating and there are no benefits to you, although the results will be available to you and we will work to develop appropriate professional training based on the responses.   By completing the survey, you are indicating that you are at least 18 years old and that you voluntarily consent to complete the survey. The results will only be presented in a way that doesn’t not reveal individual identities or companies. You can quit this survey anytime that you would like to without any consequences.  At the conclusion of the survey, you can enter a drawing to win an XX. You may also indicate that would like to receive the results of the survey when the research is complete. Your contact information will be kept separate from your responses. This survey was approved by the XX Institutional Review Board. If you have any questions about it, contact the researcher at XX.  Thanks again!

I have read and understand the consent agreement and I agree to participate.

I disagree.

What is your job title and department?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many years have you served in this position?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If less than 1 year, what was your prior title and department?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your place of employment

Private sector, for-profit

Private sector, non-profit

Independent contractor/consultant

Public sector

Please describe the industry sector that you work for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide the [NAICS code](https://www.census.gov/eos/www/naics/%22%20target%3D%22_blank) of your Company/Agency if possible.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many employees work for your Company/Agency in the Northeast region?\_\_\_\_\_\_\_\_

Please describe the reach of your Company/Agency

Global

North America

Regional (Northeast)

State

Local

**This survey is about human resources perspectives on employer preparedness for emergencies and disasters. Emergencies and disasters include fires, explosions, hazardous material incidents, severe storms, flooding, heat waves, acts of terrorism and violence, and infectious disease outbreaks.**

How well-prepared do you think your company/agency is to protect the safety of employees with regard to the following emergencies and disasters that could impact the workplace (including travel necessary for work)?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Very prepared | Moderately prepared | Somewhat prepared | Unprepared  | Don’t know |
| Winter storm  |
| Hurricanes  |
| Tornado  |
| Flooding  |
| Extended heat wave/extreme heat |
| Fires/explosions |
| Hazardous materials incident |
| Active shooter |
| Terrorism |
| Infectious disease outbreak  |

How much have you participated in emergency planning for the company/agency?

No participation

Some participation

Moderate participation

A lot of participation

What stage of development is your company/agency's emergency action plan?

Fully developed

Moderately developed

Somewhat developed

Not developed

Don't know

Does your company/agency have a way to communicate with employees during and after disasters?

Yes

No

Don't know

How well do you think your company/agency's emergency response plans account for the needs of disabled staff?

Very well

Moderately well

Somewhat well

Not well

Don't know

How well do you think your company/agency is meeting OSHA requirements on emergency preparedness?

Very well

Moderately well

Somewhat well

Not well

Don't know

Not applicable

Does your company/agency have policies on essential personnel who must report during emergencies and disasters?

Yes

No

Don't know

What is the status of your company/agency's plan for human resources management and staffing following an emergency or disaster?

No plan

In development

Plan in place

Don't know

Which elements are included in the plan? (Check all that apply)

Guidelines for closing and opening facilities

Access to closed facilities

Flex-time

Telecommute

Off-site facilities

Temporary and contract employees

Additional pay

Transportation assistance

Childcare and/or Eldercare

Access to medical and mental health services

Temporary housing

Meals

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your company/agency have a policy that would allow employees to continue to receive pay if your company/agency was closed due to a disaster?

Yes

No

Don't know

For which employees does this apply?

Salaried (exempt)

Hourly (non-exempt)

Both

Does your company/agency have a policy that would allow employees to continue to receive pay if your company/agency was operational, but they were unable to report to work due to a disaster?

Yes

No

Don't know

Does your agency/company have policy that would allow employees to use sick/personal time if they are unable to report to work due to a disaster?

Yes

No

Don't know

Does your agency/company have policy that would allow employees to donate sick/personal time to a leave bank for employees who were unable to report to work due to a disaster?

Yes

No

Don't know

Does your agency/company have policy that would allow employees to continue on employer-provided health insurance if were unable to report to work due to a disaster?

Yes

No

Don't know

Does your agency/company have an Employee Assistance Program that is prepared to assist employees in the event of a disaster?

Yes

No

Don't know

Does your agency/company have resources in place to help employees recover from traumatic events that have affected the workplace?

Yes

No

Don't know

Does your agency/company offer programming to educate employees about personal disaster preparedness for themselves and their families?

Yes

No

Don't know

Does your agency/company conduct or require employee health screening to assure job fitness under all job conditions?

Yes

No

Don't know

Which of the following have been covered by your agency/company's health and safety training for employees? [Check all that apply]

Extreme weather including hurricanes/tornados/flooding/snow storms

Heat waves

Infectious disease outbreaks

Active shooters/act of terrorism/violence

Fire/explosions

Hazardous material incident

Emergency response, generally

Which employees receive this training?

Salaried (exempt)

Hourly (non-exempt)

Both

Is this training also provided to temporary staff?

Yes

No

Don't know

Not applicable

How well supplied do you think your agency/company is with regard to personal protective equipment and other supplies necessary in the event of an emergency or disaster?

Very well

Moderately well

Somewhat well

Not well

Don't know

Has your company/agency conducted emergency exercises and drills beyond fire drills?

Yes

No

Don't know

Does your agency/company require contractor safety plans prior to work at your site(s)?

Yes

No

Don't know

Is your company/agency's preparedness utilized by HR to recruit employees or in HR marketing?

Yes

No

Don't know

Would you be interested in professional development training in emergency and disaster preparedness?

Yes

No

In which areas/subjects?

HR Policies (leave, benefits, pay)

Business continuity planning (communication, staffing, transportation, off-site work)

OSHA Requirements

Weather Related Emergency Preparedness

Man-made Disasters and Violence

Employee Education and Training for Emergency Preparedness at Work

Personal Disaster Preparedness Training

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please share any additional thoughts on emergency preparedness and human resources issues.

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Thanks so much for completing the survey. Would you like to receive information about the results of this survey and/or enter a drawing to win an XX? (Your contact information will be not be connected with your answers).

YES

NO