

APOYO A EMPLEADOS Y A SUS FAMILIAS



Aerodom Plan de Huracanes

II.9. PREPARATIVOS - GERENCIA DE RECURSOS HUMANOS:

1. Actualizar la forma de ubicación de los Directores, Gerentes y miembros del
2. Comando de Emergencia (COEA)
3. Requerir a cada Gerente el listado del personal, encargados y previsores, que estarían designados como equipo de emergencia, con sus números de teléfonos celulares, así como de las casas y cualquier otro medio de constatación.
4. Coordinar la forma de suministro de comestibles para los involucrados, una vez se active el Plan de Huracanes.

III.2.10. EN LA TEMPORADA - GERENCIA DE RECURSOS HUMANOS:

1. Formar parte del Comando de Emergencia (COEA)
2. Solicitar la presencia de todos los empleados listados por las diferentes Gerencias como equipo de emergencia
3. Distribuir el personal del equipo de emergencia en función de las necesidades y requerimientos del COEA y los trabajos a desarrollar
4. Garantizar suministro de comidas para el equipo de emergencia
5. Listar horas de trabajo del personal y garantizar descansos factibles
6. Mantener disponibilidad de equipos de primeros auxilios, Limpieza y similares

APOYO A EMPLEADOS Y A SUS FAMILIAS

PERSONAL ESENCIAL:

- PRE-identificación de personal esencial - identificar lideres - PACTO
- Plan formal de sucesión - y plan de horas de trabajo
- Un plan de comunicación interno y SOP (incluyendo equipos)

FAMILIAS:

- Kits de suministros de comestibles y reparación (en la casa y en el furgón)
- Plan de comunicación con personal esencial
- Asistencia de grupo comando con daños y perjuicios en casas (acuerdos comunidad)

TRANSPORTE:

- Plan para personal esencial antes, inmediatamente después, y a medio plazo
- Plan para otro personal, si es necesario para a más largo plazo

REFUGIOS:

- Para el personal esencial en el aeropuerto - refugio designado para las familias
- Plan de primeros auxilios para personal esencial

FURGON:

- Suministros - mínimo 5 días para personal esencial y familias
- Plan de mantener almacenaje actualizado y lista de inventario
- Plan de distribución y personal responsable

Component Leadership Succession				
<i>Director</i>	<i>Title</i>	<i>Name</i>	<i>Contact Information</i>	<i>Limitations</i>
<i>Primary</i>				
<i>Successor 1</i>				
<i>Successor 2</i>				
<i>Successor 3</i>				

Accountability and Workforce Status						
<i>Name</i>	<i>Position</i>	<i>Contact Information</i>	<i>Continuity Status</i>			
			<i>ERG (Specify Site and workstation #)</i>	<i>Special Team (specify)</i>	<i>Telework (X)</i>	<i>Leave /Standby (X)</i>

Pathways to RESILIENCE

Preparedness Checklist

- Decide on a plan with your family, including your kids. Asking your kids for input will help make them more comfortable and increase the probability it will be successful!
- Practice the plan.
- Update contact information with your schools and your spouse's office. Choose a reliable location to store the contact information as well.
- Ask an out-of-state relative or friend to be your "family contact." Local networks can be tied up during emergencies.
- Take the initiative to engage your colleagues in the creation of an emergency communication plan. Request time be set aside at the next office meeting to share the plan. Responsibility for resilience extends beyond management.
- Update the emergency contact list for your office. Upload the list to as many locations as possible (shared drive, web portal, etc.).
- Plan quarterly reviews of the communication plan and contact information. Designated an employee in charge of the task.
- Locate the stairs in your building and choose a nearby location—away from tall buildings—as a point to reconvene.
- Initiate a discussion of the emergency plan at your next office meeting—if you don't know it, others might not either!

Preparedness Resources:

FEMA Family Communication Plan Template

http://www.ready.gov/sites/default/files/documents/files/Family_Emergency_Plan.pdf

U.S. Department of Labor Emergency Action Plan E-Tool

<http://www.osha.gov/SLTC/etools/evacuation/expertsystem/default.htm>

Keep the following at your office:

- Pair of comfortable shoes
- One gallon of water
- Non-perishable food
- First-aid kit
- Supply of any medications you take regularly
- Flashlight
- Battery-run radio

Pathways to RESILIENCE

Ability to Adapt Checklist

- Upload current projects and consistently used documents to a shared workspace.
- Make sure you have the equipment, resources, and authorizations that you need to telecommute. If not, make a list of your needs to discuss with your supervisor.
- Before accepting responsibility for a project or task, clarify what is expected of you with those involved.
- Set attainable, realistic deadlines even when a mandatory deadline does not exist.
- Make an effort to recognize your colleagues' accomplishments.
- Take a moment to determine why failure occurred. Avoid blaming yourself for events that are NOT your fault.
- Make a list of your needs. Decide what needs have top priority. Draft a plan—realistic and measurable—to meet the needs in order to make your goals obtainable.



Pathways to RESILIENCE

Connectedness Checklist

- Revisit your team's vision and mission yearly to adjust or enhance.
- Create a set of team goals to collectively work towards. Make sure goals are SMART: **S**pecific, **M**easurable, **A**ttainable, **R**ealistic and **T**imely. Ask yourself:
 - **Who** is involved?
 - **What** needs to be accomplished?
 - **Where** is this occurring?
 - **When** will this be completed?
 - **Why** is this being done?
- Make a list of the people you consider most important to stay in touch with as your support system.
- Make a schedule for regular contact or correspondence with your support system such as weekly emails or monthly phone calls.
- Organize events or lunches in your office to foster relationships.
- Start friendly competitions in the office. Example: fitness challenges.
- Use a portion of team meetings to allow individuals to share new information that might benefit all.
- Get involved in your community (the office, your neighborhood, church, or school) by volunteering. Volunteering not only helps the community – it can boost self-esteem and connect you to people that you might not normally meet!



Pathways to RESILIENCE

Wellness Checklist

- Maintain annual physician and biannual dental visits.
- Make healthy, nutritious food choices.
- Drink an extra glass of water daily.
- Get 7-8 hours of sleep every night.
- Nurture a positive view of yourself. If you are unhappy with something about yourself, brainstorm three actions to improve it and choose the best one.
- Open up to a friend or family member.
- Maintain a normal routine.
- Engage in 30 minutes of moderate activity at least 3-4 times a week.
- Partake in social activities.
- Contact your Employee Assistance Program or seek help from a medical or behavioral health professional if necessary.

