

## **1. Identify Requirements for Alternate Work Sites**

Use Worksheet #27 to complete this task.

Begin by identifying the work site needs by essential function. In the event that the organization has to move to an alternate facility, there are additional needs of staff operating at the facility that must be met. This includes provision for logistical support and lodging through arrangement with vendors for transportation, hotels, catering, etc. Be sure to address the needs of employees with disabilities as required by the federal Americans with Disabilities Act.

In addition to the physical needs of personnel, the COOP plan should also address their emotional needs. Regardless of their origin, disasters affect the motivation and morale of employees—and that affects their productivity. Further, employees will experience greater stress levels, even if the COOP plan is implemented flawlessly. A COOP plan may include provisions for counseling and plan for readjustments of work assignments for those who are incapacitated by the emotional impact of a disaster such as a terrorist attack (e.g., death of a family member). These concerns should be tailored to the type and duration of the disruption.

### **a. Daycare**

Use Worksheet #28 to complete this task.

Relocating to an alternate facility could have a drastic impact on those employees who have children. Childcare is of particular importance to single parents. Each organization should consider whether daycare will be available near the alternate facility—and, since some overnight work might be required in an emergency, whether daycare will be available on a 24-hour basis. Employees should be reminded the responsibility to care for their children is theirs.

### **b. Behavioral Health Services**

Use Worksheet #29 to complete this task.

No one who witnesses a disaster is untouched by it. Most people pull together and function during and after a disaster, but their effectiveness may be diminished. Workers may show signs of emotional and psychological strain and may be unable to focus at work because they have been a victim of a disaster or due to concern for their families. Organizations should address in their COOP the need for Behavioral Health Services to ensure their staff has access to psychological assistance.

Worksheet #29 lists issues management should consider if counseling services are to be provided for employees and their family members.