HUMAN RESOURCES SPECIALIST EMERGENCY PREPAREDNESS TIPS

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1. Preparation for COOP is constant - every task, every procedure should be approached with the COOP in mind.

- a. Is this information accessible other than from my court location?
- b. Is this information accessible in the event phones and internet access is not available?
- c. Is this information accessible if only the office and my home are affected?
- d. Is there someone that can back me up if I am personally affected?

2. If it's important SAVE IT IN ELECTRONIC FORMAT - If you use it, reference it, rely on it, SAVE IT ELECTRONIC FORMAT!

- a. Get rid of your sticky notes
- b. Get rid of the flip file on your desk
- c. Don't rely on paper documents

3. Automate local forms.

- a. Make forms fillable and use electronic or signatures. (Adobe LiveCycle Designer)
- b. Require all local forms (e.g., emergency contact, computer/internet use policy, telework forms, etc.) to be submitted electronically via email.

4. Use "e-folders" for all local court information.

- a. Store the information on a shared drive and limit access to HR staff, Clerk, and Chief Deputy.
- b. Let your systems department know your intentions with the shared drive so that it is accessible in various emergency scenarios.
- c. Use the local folder in e-OPF.

5. Train employees to use JRAN & Jport

a. Employees should keep a copy of the instructions at their home.

6. Practice teleworking regularly.

- a. Schedule an annual telework day.
- b. Encourage employees to telework regularly to keep in practice.

7. Know how to get in contact with your court staff.

- a. Make sure contact information is current at all times.
- b. Require employees to verify and update contact information at least once a year.
- c. Store emergency contact information in electronic and paper format.
- d. Keep a paper copy at home.

8. Distribute COOP Wallet Cards (see attached sample card)

a. Contact Callie Crull for template callie_crull@orb.uscourts.gov

9. Know how to assist employees in an disaster/emergency situation. (personally and professionally)

- a. J-Net Emergency Preparedness Page
- b. EAP (Employee Assistance Program)
- c. Local assistance local government and agencies
- d. Employee well being is first!

10. Communication is essential!

- a. COOP Emergency Communications Programs
 - i. Emergency Notification System in the InfoWeb
 - ii. Agency Recorded Message Announcement (ARMA)
 - iii. Government Emergency Telecommunications Service (GETS)
 - iv. Wireless Priority Service (WPS)
- b. Communicate the court's status to employee's.
- c. Provide regular updates.
- d. Make instructions <u>simple</u> and clear.