

**Employee Relocation**

**Preparedness Checklists**

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**Employee Relocation Preparedness Checklists**

A few responsibilities and statuses are established during the “Ready” stage to ensure sufficient time for staff preparation during an evacuation. During the “Ready” stage, it is crucial that employees communicate relevant information with their supervisors, detailed in the following checklists. To maintain the lists’ relevance, employees are recommended to reach out with an update if any of their information changes. This document is formatted to be used in digital or printed forms.

The page following each checklist contains detailed descriptions for the items on the lists.

**Relocation and Temporary Housing**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Contact** | **Have your own place to stay?** | **Ability to camp at relocation sites?** | **Require temporary housing?** | **Pets?** | **Require additional support?** | **Note accessibility needs** |
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**Relocation and Temporary Housing:**

Contact:

* Number, email, any form of communication.

Have your own place to stay?

* Does the employee have a pre-established evacuation plan and/or places to stay after an evacuation?

Ability to camp at relocation sites?

* Does the employee have the capacity and resources to camp for extended periods of time at an evacuation relocation site if required?

Require Temporary Housing?

* Does the employee require temporary housing after an evacuation (i.e., housing that might last for days or weeks)?

Pets?

* Establish plans for employees who would be evacuating with pets or other animals. Note that household pets and service animals can be accommodated in Red Cross-provided relocation sites; however, larger animals and livestock are not.

Require additional support?

* Encourage employees to self-identify whether they would require additional support during evacuations, such as transport out of the park or wheelchair accessibility.
  + Note additional accessibility needs for employees to be accounted for in relocation efforts.

**Employee Evacuation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Contact** | **Documents or valuables to transport** | **Transportation needs for large/special items** |
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**Employee Responsibilities:**

Documents or valuables to transport:

* Establish which documents or other valuable items employees would be required to transport from office spaces.
  + Note if any of these items require special transportation, such as larger trucks or trailers.

**Supervisor Evacuation**

|  |  |
| --- | --- |
| **Supervisor name & contact** |  |
| **Documents or valuables to transport** |  |
| **Active employee/backup supervisor & position & contact** |  |
| **Responsibilities for Active to assume** |  |

**Supervisor Evacuation:**

Supervisor name & contact:

* Your name, title, and contact information.
  + If you are out, you can detail why you are out or when you are expected to return.

Documents or valuables to transport:

* Establish which documents or other valuable items the acting supervisor is responsible for transporting from office spaces.

Active employee/backup supervisor, position & contact:

* Designate an “active” employee who could assume your role as a supervisor if you are not present or available to account for employees during an evacuation.
  + Ensure that the Active employee is trained and informed of their responsibilities.
  + Communicate with employees who their acting supervisor is.

Responsibilities for Active to assume:

* Establish what responsibilities the stand-in supervisor will take on.