

Workforce Protection Reference Guide

Disaster Phase	Critical Mental Health Support/ Work Force Protection Activities	Resources
Preparedness	<p>Planning:</p> <ul style="list-style-type: none"> - Include Workforce Protection Activities within organizational disaster response plans - Include comprehensive catalog of available services as an annex to disaster plans - Ensure plan contains effective communication strategy and clearly defined response roles to prevent confusion. - Ensure all staff are aware of plan and their potential response roll – exercise plan routinely to make sure all staff are familiar with the plan when actual disaster occurs. - Maintain current list of employee family contact information and have pre-established plan of how employees will contact family members should disaster occur during work hours. - Encourage all staff to have family emergency preparedness plans. 	<p>https://live.blueskybroadcast.com/bsb/client/CL_DEFAULT.asp?Client=354947&PCAT=7365&CAT=9403 (Building workforce resilience through the practice of Psychological First Aid (PFA) – course for supervisors and leaders)</p> <p>https://files.asprtracie.hhs.gov/documents/tips-for-retaining-and-caring-for-staff-after-disaster.pdf (ASPR TRACIE Workforce Protection Tip Sheet)</p> <p>https://files.asprtracie.hhs.gov/documents/aspr-tracie-dbh-resources-at-your-fingertips.pdf</p> <p>https://store.samhsa.gov/product/samhsas-disaster-kit/sma11-disaster?referer=from_search_result</p>
	<p>Pre-Event Education:</p> <ul style="list-style-type: none"> - Incorporate Psychological First Aid Training into onboarding process (and/or annual training requirements) for all employees - Education for all employees re: mental health support available (employee assistance program, etc.) - Encourage staff to download SAMHSA Disaster App that provides immediate access to resources for any types of traumatic event at every phase of response 	<p>Psychological First Aid Course</p> <p>https://store.samhsa.gov/product/samhsas-disaster-kit/sma11-disaster?referer=from_search_result</p>

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Response	<p>Immediate:</p> <ul style="list-style-type: none"> - Just in Time (JIT)/Abbreviated PFA for all employees - Encourage team to seek help from the EAP (employee assistance program) or other behavioral health professionals if needed - Appoint mental health professional(s) whose primary duty is to focus on staff wellness and morale. - Partner inexperienced employees with experienced employees (buddy system) – to provide support, monitor stress, and reinforce safety procedures - Ensure employees have routine breaks and separate space to relax/recuperate away from response activities - Provide healthy snacks and drinks for employees working as part of the response 	<p>https://files.asprtracie.hhs.gov/documents/tips-for-retaining-and-caring-for-staff-after-disaster.pdf (ASPR TRACIE Workforce Protection Tip Sheet)</p> <p>https://emergency.cdc.gov/coping/responders.asp</p> <p>https://store.samhsa.gov/product/samhsas-disaster-kit/sma11-disaster?referer=from_search_result</p>
	<p>Ongoing (depending on event):</p> <ul style="list-style-type: none"> - On-site post-disaster services liaison who can assist staff with documenting personal loss and creating a recovery plan - Ensure employees/responders have access to scrubs/toiletries for those unable to go home - Ensure employees have routine breaks and separate space to relax/recuperate away from response activities - As possible rotate workers from high-stress to lower-stress functions - Implement flexible schedules for employees directly affected by the disaster 	<p>https://files.asprtracie.hhs.gov/documents/tips-for-retaining-and-caring-for-staff-after-disaster.pdf (ASPR TRACIE Workforce Protection Tip Sheet)</p> <p>https://www.osha.gov/SLTC/emergencypreparedness/resilience_resources/support_documents/supervisorintra/intradeployment_supervisors.html</p>
Recovery	<p>Reintegration:</p> <ul style="list-style-type: none"> - Find meaningful/genuine ways to acknowledge the work of employees during response (thank you notes, forms of recognition, deliveries of “treats”) 	<p>https://files.asprtracie.hhs.gov/documents/tips-for-retaining-and-caring-for-staff-after-disaster.pdf (ASPR TRACIE Workforce Protection Tip Sheet)</p>

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	<ul style="list-style-type: none"> - Create opportunity for leave donation to support employees affected by disaster. - Host employee debrief sessions (private and/or group) to enable employees to process the event - Provide educational in-services or workshops around stress management and self-care. - Ensure employees/responders have access to supportive materials/resources focused on reintegration into normal daily life - Allow time off for employees involved in disaster response efforts. For those who experienced personal trauma or loss – consider reintegration via less demanding jobs. 	<p>https://store.samhsa.gov/product/samhsas-disaster-kit/sma11-disaster?referer=from_search_result</p> <p>https://www.osha.gov/SLTC/emergencypreparedness/resilience_resources/support_documents/supervisorintra/intradeployment_supervisors.html</p> <p>https://www.samhsa.gov/sites/default/files/compassion-fatigue-wallet-card.docx</p>
	<p>Resiliency:</p> <ul style="list-style-type: none"> - Ensure employees have ongoing access to behavioral/mental health professionals - Continue offering employee debrief sessions (private and/or group) to enable employees to process the event - Encourage staff to use available resources to ensure ongoing mental health during transition from disaster response to daily routine. - Encourage staff to revisit their family emergency preparedness plan and update as needed. 	<p>https://www.samhsa.gov/sites/default/files/compassion-fatigue-wallet-card.docx</p> <p>https://www.youtube.com/watch?v=G957P6w1Xfs&list=PLBXgZMI_zqfRcTt9ndxkbieQ-pQslk-R6</p>