



Family – Friendly Business Continuity Plan Supplementary Checklist

Implementing measures to prevent, prepare and recover from a disaster to better protect your staff, their children and families during emergencies does not require a total departure from existing business continuity plans. By addressing their needs and including them in planning processes, you not only ensure their safety, but build their resilience to respond and take measures to ensure both their families and community are safe. Staff and their families are the backbones of communities. By building their resilience we safeguard everyone, allowing families and markets to bounce back swiftly.

Below you will find a recommended checklist with considerations to assess how well your business continuity plan or staff strategy integrates activities that protect the well-being of your staff and their families.

Before an Emergency to assess risk at home and in the workplace

	Yes	No
Knowing your environment		
1. Are your staff members aware of risks and types of hazards and able to assess them both at home and in the workplace?		
2. Do your staff members know what to do if there is an emergency at work and/or at home to keep all family members safe and well supported?		
3. Do you have a contact list of staff and their family members that is updated regularly and includes alternative ways of contacting them if needed?		
Preparing for an emergency		
1. Are emergency drills conducted at least once a year with employees and their family members to revise communications plans – including response plans, procedures and other steps to ensure their safety?		
2. Are safe evacuation routes mapped for staff and their families in the workplace and at home?		
3. Do staff and their families know where to seek safe shelter?		
4. Do your company and staff have insurance in place for an emergency and do staff know where to seek medical health in case of an emergency?		
Communications		
1. Is there an emergency communications protocol that can be activated through different communications channels (i.e. WhatsApp, email) to ensure messaging reaches staff and family members of all ages?		
2. Is there an early warning alert system in place for staff and their families?		
3. Does the emergency communications protocol include steps to ensure all staff and their families are safe and well supported and can be assisted if needed?		
Human Resources		
1. Do human resource policies consider allowance for special leave and other measures for staff to have paid working time and flexibility before, during and after emergencies to ensure their family is kept safe and well supported? Focusing specifically on pregnant and lactating women, children with disabilities and single headed households.		
2. Do company policies allow for flexible working arrangements until families can find alternative care for children?		
3. Do emergency procedures include prioritizing families that are the most affected?		
4. Do emergency procedures include pre-arrangements to support staff and families in case of an emergency?		
Evaluations/Assessments		
1. Do you have an internal evaluation exercise in your procedures to evaluate how your company responds and how you could respond more effectively in future emergencies?		
2. Are you able to identify, prevent and minimize the adverse impact of businesses' operations, products and services on the community, environment and natural resources while safeguarding the health and safety of the public, and children to contribute to resilience?		

Considerations

Human Resources

- A Contingency Fund could be put in place to support staff and families affected by an emergency.
- Special leave could be offered to parents and/or caregivers to ensure family members are safe before, during and after an emergency.
- Ensure mechanisms are in place to continue pay salaries to households including children to avoid increased vulnerabilities.

Evaluations

- If your company is involved in emergency assessments, consider consulting boys, girls and adolescents and the impact of the risk on staff (single-headed households, households with children, youth).
- If your company promotes Disaster Risk Reduction (DRR) or takes notable family-friendly actions to protect staff and community members, consider sharing the experience with the public and other businesses so they can learn from your experience. Also, share experiences on how you may have cooperated with your customers, community members, local government and humanitarian organizations to support relief efforts.
- Transparent lesson-sharing will help mutual learning and confidence-building, and overcome misperceptions.

Communications

- Promote risk prevention and disaster preparedness messaging to staff members and clients (e.g. on home repair and reconstruction). This is ideally coordinated with national authorities.

Resources

- Familiarize senior management and staff members about guiding child-centered documentation on [Child Rights and Business Principles](#), [Family-Friendly Policies](#) and [emergency preparedness, response and recovery](#), [Children in Humanitarian Crises: what business can do](#), [Parenting Guide Disasters and Natural Hazards: how to prepare, respond and recover](#).