

# Hurricane Readiness Plan

Instructions for when the AlphaStaff Headquarters requires evacuation



## Before A Storm

Within 72 hours of an impending storm, which may affect our standard operations, the AlphaStaff leadership team will meet to review and put into place our Hurricane Disaster Readiness Plan. Rest assured AlphaStaff already has back up systems and plans in place. Additionally, we have a second operational location located in Atlanta, Georgia. We request and appreciate your patience and understanding during the entire process.

**Communications will be distributed via email and on our website** of potential impending actions such as:

limited office hours | office closure | evacuation mandates

## During A Storm: (888) 335-9545

If our Fort Lauderdale Headquarters office requires closure, our toll free line will be re-routed to our Atlanta, Georgia operational center.

Please keep in mind that while your HR Manager and other primary contacts in Florida may be without power and not immediately available. Please call our toll-free number directly if you need assistance when our main office is closed.

Additionally, **we will do our best to post notices as needed on our website at [www.alphastaff.com](http://www.alphastaff.com).**

## After A Storm

As soon as it is safe and possible we will resume normal operations. Please keep in mind that just because the storm is over does not mean it is safe to bring employees back to the office or given any required evacuation they are able to immediately return. However, we will do our best to resume operations as soon as we can and will continue to communicate to the best of our abilities with you.

## Helpful Tips:

- If your office is in the direct path, or you have a satellite office or employees that will most likely be affected, call your HR Manager as soon as possible. They will be prepared to make special arrangements (such as delivering your payroll to another site), or to provide expert advice for any HR or benefit questions you might have.
- In the event that any of your employees were injured on the job during a storm, please be sure they seek medical attention. An incident report should be completed and faxed to our offices after normal business resumes.
- If your employees have been adversely affected by the storm, please encourage them to contact the AlphaStaff Employee Assistance Program (EAP), powered by Health Advocate, at 877-240-6863.