



## **Manager Suggestions---When the workplace is affected**

### **During the flood**

Once a flood happens, you want to ensure people are safe. This can be a scary time, so try to remain calm and solve one problem at a time.

#### **If employees are at work**

- Provide current information. Avoid gossip and only share what you know to be true.
- Offer support and a listening ear.
- Allow team members to contact their families.

#### **If employees are at home**

- Make sure they are in a safe location and follow advised flood procedures for the area.
- Know which areas are affected. Road closures can affect staff and their ability to get to work.
- Follow workplace procedures. Let employees know if the workplace is open or not. Provide a contact person for further instruction.
- Try to talk to staff to review a plan of action.

### **After the flood**

#### **If employees are at work**

- Make sure all staff members are safe.
- Give employees time to check on the status of loved ones and their homes. Most people will have a difficult time focusing on work issues while these concerns are present.

#### **If employees are at home**

- Understand that staff will be focused on getting their basic needs met (food, clothing, shelter) before they can focus on work.
- Make sure agreed-upon communication systems are working and getting used. Keep staff updated on the status of your workplace.
- Let team members know about resources. If possible, allow for onsite supplies of food, water or clothing.
- Let employees know about the needs of others who were affected by the flood and provide centralized resources to ensure the best use of resources.
- Employees may be physically or emotionally stressed or exhausted after a flood. Talk with HR about ways to be more flexible during this time.
- Observe employees as they return to work. If people continue to struggle, consider offering our number or website to help or even call to schedule a counselor to provide on-site support.
- After being on high alert, you will need time to decompress and relax. It is vital that you take time to do this. Remember, in order to help others, you must first take care of yourself.

**Call (713) 500-3327 or toll free (800) 346-3549**

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