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| Employee Emergency Tracking PolicyDocument Margins = .5'' top/bottom/left/right; .3'' header/footerFont = 18pt Arial BoldAll other font = 12pt Arial Column 1 width = 3''  Column 2 width = 2'' | **Last Revision:** | September 2020 |
| **Last Reviewed:** | September 2020 |
| **Applies to the following THA Group of Companies:** | * Island Health Care * Island Hospice * Independent Life at home * RightHealth® * THA Services |
| **Included in the following THA Manuals:** | [Policy & Procedure Manual]  [Section #] |

### PURPOSE

It is the policy of THA Group to maintain essential business services and operations during any emergency crisis situation while obtaining the utmost quality and safety for all patients, employees and communities in which we serve. It is imperative that the leader is able to stay in regular contact with their employee to provide updates and track the safety and availability to work during an emergency crisis.

### POLICY

THA Group may use various methods of communication to alert employees that the organization has activated the Emergency Operations Plan. Employee notification may include phone calls or mass messaging via THA Group's telephone or e-mail systems, text messaging, social media, phone tree as well as a call-in line.

### PROCEDURE

Attendance of employees is critical to THA Group’s ability to provide services and maintain operations. Therefore, each employee is responsible for having a Family Disaster Plan in place ahead of time in order to respond to the needs of the company and our community. In order for the company to understand and prepare for an emergency, the company will annually request notification from each employee to state what their plans are in the event of an emergency to include whether they plan to stay in place or travel and provide updated and secondary contact information.

Each employee must understand the expectations as a critical worker to report to work when an Emergency Operations Plan is activated. Employees may be required to report to work in their home department or be reassigned to perform work in other areas based on the needs of the organization. Employees unable to report to work as scheduled may be required to utilize appropriate time off accruals.

Employees who do not report to work for their scheduled shift and who have not been approved for an alternative work arrangement will be considered absent as set forth in THA Group’s [Attendance Policy](https://hr.vanderbilt.edu/policies/attendance-punctuality.php" \t "_blank).

Additionally, employees will be considered tardy when they report to work after the scheduled shift start time. The department is required to track attendance during an emergency response event. THA Group reserves the right to review attendance records and address violations in accordance with the [Attendance Policy](https://hr.vanderbilt.edu/policies/attendance-punctuality.php" \t "_blank).

Employees who are unable to report to work as scheduled are responsible for notifying their leader of the absence in accordance with the attendance polity. It is possible that traditional methods of communication may not be readily available due to interruption of services. The company will consider and implement alternative methods (e.g. text messaging, email) for employees to provide notification of absences or tardiness. In preparation for an emergency response event, employees would receive advance communication of modifications made to call-in procedure. It is the employees’ responsibility to stay in contact with their leader during an emergency so their leader can ensure the safety and availability of the employee to perform necessary duties.