



Natural Disaster & Emergency Response

1. Purpose

The purpose of this policy is to ensure the safety of all associates, contractors, and visitors, and to provide clear guidance on business operations, evacuation, communication, and pay practices in the event of a natural disaster or emergency affecting a company work site.

2. Scope

This policy applies to all company locations and all associates (full-time, part-time, temporary, and contract workers), unless otherwise specified by local law or employment agreement.

3. Types of Natural Disasters Covered

This policy applies to events including, but not limited to:

- Hurricanes, tornadoes, floods
- Earthquakes
- Wildfires
- Severe winter storms
- Extreme heat or power outages
- Other weather-related or natural emergencies

4. Safety Priority

The safety of associates is the company's highest priority.

- Associates should never put themselves at risk to report to or remain at work during unsafe conditions.
- Local emergency authority instructions (e.g., evacuation orders) must always be followed.
- Managers are responsible for monitoring local conditions and escalating concerns to leadership.

5. Emergency Response & Evacuation

5.1 Evacuation Orders

If local authorities issue a mandatory evacuation, the affected work site will close.

Associates should leave the area immediately and follow local guidance.

No associate will be disciplined for complying with evacuation orders.

5.2 Site-Level Evacuation

If conditions deteriorate while associates are on-site:

- Management may initiate early closure or evacuation.
- Associates must follow evacuation routes and instructions.
- Supervisors will account for all associates if it is safe to do so.

5.3 Shelter-in-Place

If evacuation is unsafe:

- Associates may be instructed to shelter in place.
- Emergency supplies and procedures will be used as appropriate.

6. Communication During a Disaster

The company will communicate through one or more of the following:

- Company-wide email or text alerts
- Phone calls from management
- Internal messaging platforms
- Emergency hotline or status webpage (if applicable)

Associates are responsible for keeping contact information up to date.

7. Business Operations & Work Expectations

- The company may close, delay opening, or shift to remote work depending on conditions.
- Associates should not assume a location is open unless confirmed by management.
- Remote work may be required or permitted where feasible.

8. Pay, Time Off, and HR Guidelines

8.1 Pay for Early Closure or Evacuation

Non-exempt (hourly) associates:

- Paid for all hours actually worked.
- May be paid for additional hours if required by local/state law or company practice.

Exempt (salaried) associates:

- Will generally receive their full salary for the workweek if they perform any work during that week, in accordance with wage and hourly laws.

8.2 Company-Initiated Closures

If the company closes a location due to a natural disaster:

- The company may provide paid emergency leave, administrative pay, or require use of PTO, depending on company policy and applicable law.
- Details will be communicated at the time of the event.

8.3 Associate-Initiated Absences

If an associate cannot report to work due to disaster-related reasons (e.g., unsafe travel, home damage, childcare disruptions):

- Absences related to safety concerns may be excused.
- PTO, unpaid leave, or other available leave options may apply.
- HR will work with associates on a case-by-case basis.

8.4 Remote Work

Associates approved for remote work during a disaster must accurately record time worked.

Non-exempt associates may not work overtime without prior approval, unless required by the situation.

9. Benefits & Job Protection

The company will comply with all applicable federal, state, and local leave and job-protection laws.

Extended closures may trigger additional benefits guidance, which HR will communicate.

10. Associate Responsibilities

Associates are expected to:

- Follow safety instructions and emergency procedures
- Maintain updated emergency contact information
- Communicate availability and status to their manager when safe to do so

11. Policy Review & Exceptions

This policy may be adjusted during an emergency based on operational needs or legal requirements.

Human Resources has the authority to interpret and apply this policy.

Exceptions may be made on a case-by-case basis.