



NECHAMA
JEWISH RESPONSE
TO DISASTER

Nonprofit Organization Disaster Continuity Plan

The Atlantic hurricane season is fast approaching (June 1st is the official start). Have you considered how an evacuation, extended power outages, or road closures might affect your organization? One of the most important aspects of disaster planning is simply taking the time to think through how your organization will operate if disaster strikes. Disasters can be chaotic and stressful, but dedicating just a few hours to planning can mitigate these challenges and ensure your organization continues to function smoothly, no matter what nature throws your way.

Below is a five-point Nonprofit Continuity Plan, prepared by the NECHAMA - Jewish Response to Disaster team. Keep in mind that plans may need to be adjusted during a disaster, and every organization is different. However, having answers to these questions is crucial for maintaining organizational continuity.

1. Evacuation Planning

- Identify where your employees will go if evacuation is necessary.
 - Include the address, contact information, expected length of stay, and whether they are the primary caregiver for children, pets, or dependents.
- Determine who will evacuate and what essential gear they will take.
 - List critical items like computers, servers, and office keys.
 - Who will lock up the office and arm alarms?

2. Remote Work Capabilities

- Identify employees who can work remotely and those who will need different or additional tasks while away from the office.
- Ensure you have the tools and systems in place for remote work (e.g., cloud-based systems, access to emails, and digital files).
- Develop a pre-approved pay plan for employees.
 - For example, will you pay employees their full salary, partial salary, or implement furloughs if they cannot work remotely or if the office is closed?
 - If employees must work in hazardous conditions, will you offer hazard pay? (e.g., additional pay for working in a building without HVAC in extreme heat).



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3. Service Continuity

- Determine if you can offer full, partial, or limited services during a disaster.
 - If your nonprofit serves clients, decide if you will alter your work schedule (e.g., working on holidays, offering teleservices instead of in-person services).
- Ensure that clients are informed of any changes to service availability or hours.

4. Building Mutual Aid Partnerships

- Consider whether there is another organization or business outside the disaster's path that could store your equipment or provide office space in the event of a disaster.
 - In return, offer to provide similar coworking opportunities if they are affected by a storm.
- Having a backup plan for your equipment and workspace ensures that operations can continue, even if your primary location is compromised.

5. Hazard Communication Plan

- Identify who will be responsible for informing clients and partners about service changes, office closures, or limited availability during a disaster.
 - Develop a clear communication strategy, including who will notify staff and how updates will be shared with the broader community (e.g., through email, social media, or phone calls).

We hope that everyone remains unaffected by storms this hurricane season and beyond. To learn more about NECHAMA's work as the only national Jewish organization providing sustained disaster relief, visit our [website](https://www.nechama.org) or email us at info@nechama.org.