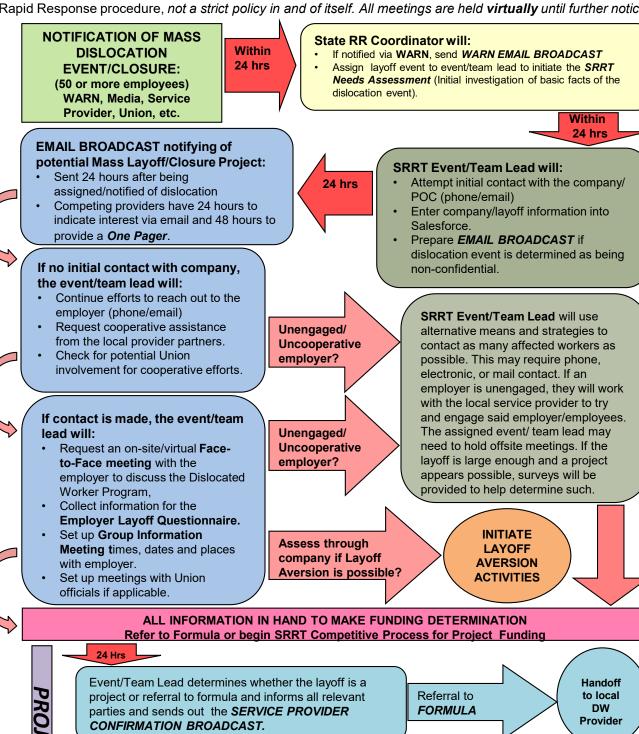# Attachment 1: Flow Chart of Basic Rapid Response Process

NOTE: Most layoffs do not follow a neat pattern. This graphic is intended as an *illustrative guide* to typical Rapid Response procedure, *not a strict policy in and of itself. All meetings are held **virtually** until further notice.*

NOTIFICATION OF MASS DISLOCATION EVENT/CLOSURE:
(50 or more employees)
WARN, Media, Service Provider, Union, etc.

Within 24 hrs

State RR Coordinator will:
- If notified via **WARN**, send *WARN EMAIL BROADCAST*
- Assign layoff event to event/team lead to initiate the *SRRT Needs Assessment* (Initial investigation of basic facts of the dislocation event).

Within 24 hrs

SRRT Event/Team Lead will:
- Attempt initial contact with the company/POC (phone/email)
- Enter company/layoff information into Salesforce.
- Prepare *EMAIL BROADCAST* if dislocation event is determined as being non-confidential.

24 hrs

EMAIL BROADCAST notifying of potential Mass Layoff/Closure Project:
- Sent 24 hours after being assigned/notified of dislocation
- Competing providers have 24 hours to indicate interest via email and 48 hours to provide a *One Pager*.

If no initial contact with company, the event/team lead will:
- Continue efforts to reach out to the employer (phone/email)
- Request cooperative assistance from the local provider partners.
- Check for potential Union involvement for cooperative efforts.

Unengaged/ Uncooperative employer?

If contact is made, the event/team lead will:
- Request an on-site/virtual **Face-to-Face meeting** with the employer to discuss the Dislocated Worker Program,
- Collect information for the **Employer Layoff Questionnaire.**
- Set up **Group Information Meeting t**imes, dates and places with employer.
- Set up meetings with Union officials if applicable.

Unengaged/ Uncooperative employer?

SRRT Event/Team Lead will use alternative means and strategies to contact as many affected workers as possible. This may require phone, electronic, or mail contact. If an employer is unengaged, they will work with the local service provider to try and engage said employer/employees. The assigned event/ team lead may need to hold offsite meetings. If the layoff is large enough and a project appears possible, surveys will be provided to help determine such.

Assess through company if Layoff Aversion is possible?

INITIATE LAYOFF AVERSION ACTIVITIES

ALL INFORMATION IN HAND TO MAKE FUNDING DETERMINATION
Refer to Formula or begin SRRT Competitive Process for Project Funding

PROJECT

24 Hrs

Event/Team Lead determines whether the layoff is a project or referral to formula and informs all relevant parties and sends out the *SERVICE PROVIDER CONFIRMATION BROADCAST.*

Referral to *FORMULA*

Handoff to local DW Provider

Event/Team Lead works with the business (HR) to create a *Planning and Selection Committee (PSC)* and begin the *SRRT Competitive Process.*
- Most service providers are selected in **5 days** from the last Group Information Meeting by the PSC (dependent on the employer).

Referral to *PROJECT*

Refer to the **Project Policy**