

Recovery Plan Development Checklist

This document is intended to help jurisdictions customize the Local Recovery Plan Template. This document, along with the template, are materials developed as part of a project by the North Central Texas Council of Governments. The plan template is based on the *North Central Texas Council of Governments Recovery Framework* that outlines guidance for how the region will approach local disaster recovery.

Purpose, Scope, Situation Overview, and Assumptions

The Purpose section is a general statement that describes why the recovery plan is being developed and what the jurisdiction intends for it to accomplish.

Purpose Section	Completed
Include language describing the purpose of the recovery plan.	<input type="checkbox"/>
Identify the jurisdiction(s) covered by the plan.	<input type="checkbox"/>

The Scope section defines to whom the plan applies.

Scope Section	Completed
Identify the jurisdictions covered by the plan.	<input type="checkbox"/>
Identify the organizations to which the plan applies.	<input type="checkbox"/>
List any planning guidelines that were used to develop the plan.	<input type="checkbox"/>

The Situation Overview section outlines the planning environment and presents facts upon which the plan is based. This section should include data that will drive recovery decision-making, such as the demographics of the area, key infrastructure, local economic sectors and employers, and housing stock. Census data or existing analyses from City/County departments may be useful in compiling information for this section. Charts, graphs, lists, or other relevant data may be included, if desired.

Situation Overview Section	Completed
Describe the area's hazard jurisdictional boundaries and key geographic features.	<input type="checkbox"/>
Summarize relevant demographic data, including breakdown of population by age, household income/poverty, vulnerable populations, etc.	<input type="checkbox"/>
Describe critical transportation infrastructure, including roads, bridges, public transit, airports, etc.	<input type="checkbox"/>
Note the largest employers within the jurisdiction, overall employment rate, and key industries.	<input type="checkbox"/>
Describe the housing stock, including total units, mobile units, and rental units. Include median rental rates in various areas of the jurisdiction.	<input type="checkbox"/>
Identify top threats and hazards to the jurisdiction.	<input type="checkbox"/>

Situation Overview Section	Completed
Reference any local, regional, or state risk analyses that have already been created (e.g., risk assessment, Threat and Hazard Identification and Risk Assessment [THIRA], hazard mitigation plan).	<input type="checkbox"/>

Planning Assumptions provide the basis for the planning process. The template provides general assumptions and should be adjusted as necessary.

Planning Assumptions Section	Completed
Describe assumptions that have been used in developing the recovery plan related to recovery areas including economic recovery, health and human services, housing, infrastructure, land use planning and development, and natural and cultural resources.	<input type="checkbox"/>

Concept of Operations

The Concept of Operations explains the jurisdiction’s overall approach to managing recovery based on guidance in the *North Central Texas Council of Governments Recovery Framework* and FEMA’s *National Disaster Recovery Framework*. The Concept of Operations section explains what should happen, when, and at whose direction across the recovery timeline.

Concept of Operations Section	Completed
Provide a decision-making process for determining how recovery operations begin.	<input type="checkbox"/>
Describe how recovery operations will transition from a response to a recovery (e.g., how recovery operations transition from an Emergency Operations Center to activation and operation of the Recovery Organization).	<input type="checkbox"/>
Outline the phases of recovery and tasks to be undertaken during each phase.	<input type="checkbox"/>

Organization and Assignment of Responsibility

The Organization and Assignment of Responsibility section describes the recovery organization and outlines each recovery partner’s roles and responsibilities.

The Recovery Organization subsection presents an organizational structure to manage recovery operations. An overview of each unit of the Recovery Organization is provided. The organizational structure is heavily reliant on development of recovery committees, which can also be broken down into subcommittees. As part of the planning process, each jurisdiction must work with its stakeholders to determine what organization will assume the lead role and which organizations will support each committee.

The Roles and Responsibilities subsection lists government, private, and nongovernmental recovery partners and their specific roles and responsibilities during recovery. Recovery assignments parallel or complement each organization’s skills, expertise, resources, and daily operations. The template includes a comprehensive list of organizations and agencies typically involved in recovery operations. As part of the planning process, each jurisdiction must work with its recovery stakeholders to confirm and/or modify roles and responsibilities listed in the template.

Recovery Organization Section and Roles and Responsibilities Section	Completed
Include an organizational structure for recovery operations.	<input type="checkbox"/>
Outline the role of each unit within the organizational structure.	<input type="checkbox"/>
Designate lead and supporting organizations for each Recovery Committee.	<input type="checkbox"/>
Describe the roles and responsibilities of each community recovery partner.	<input type="checkbox"/>

Direction, Control, and Coordination

The Direction, Control, and Coordination section establishes the elements of command that will be relied on to carry out recovery operations.

Direction, Control, and Coordination Section	Completed
Ensure the section clearly states who will direct operations during recovery.	<input type="checkbox"/>

Information Collection, Analysis, and Dissemination

The Information Collection, Analysis, and Dissemination section of the plan discusses pertinent data that must be managed by recovery partners.

Information Collection, Analysis, and Dissemination Section	Completed
Identify what type of information is needed, where it comes from, who would use it, and how the information will be used.	<input type="checkbox"/>
Designate the entity responsible for managing, updating, and disseminating information.	<input type="checkbox"/>
Outline any relevant elements regarding public outreach and education throughout the recovery phase.	<input type="checkbox"/>

Communications

The Communications section discusses the necessary internal and external communication elements and methods for interoperability among the Recovery Organization and with external agencies. It does not describe communications hardware or specific procedures found in departmental standard operating procedures.

Communications Section	Completed
Identify who is responsible for managing communications among recovery stakeholders involved in recovery operations.	<input type="checkbox"/>
Identify who is responsible for managing external communications.	<input type="checkbox"/>
Describe the available tools and processes for communications for recovery activities.	<input type="checkbox"/>
Reference any supplemental communications plans or standard operating procedures, if applicable.	<input type="checkbox"/>

Administration, Finance, and Logistics

The Administration, Finance, and Logistics section provides an overview of agreements, contracts, purchasing, reporting, and financial and administrative functions that are vital to recovery efforts.

Administration, Finance, and Logistics Section	Completed
Outline any existing mutual aid agreements and understandings for recovery.	<input type="checkbox"/>
Provide a description of how to obtain resources, mutual aid, contracts, purchasing authority, etc.	<input type="checkbox"/>
Identify the entity(ies) responsible for cost tracking and documentation and financial reporting.	<input type="checkbox"/>
Reference any existing policies or processes for cost documentation.	<input type="checkbox"/>

Plan Development and Maintenance

The Plan Development and Maintenance section outlines the steps to ensure the plan is kept current and active and is properly tested and evaluated on a regular basis.

Plan Development and Maintenance Section	Completed
Describe the process and frequency with which the recovery plan is reviewed and revised.	<input type="checkbox"/>
Include a page to document when changes are received and entered into the plan (in the front material).	<input type="checkbox"/>
Indicate existing contracts, agreements, and plans that support implementation of the recovery plan. If not yet developed, indicate which will be helpful to develop in the future.	<input type="checkbox"/>
Describe how the plan will be tested.	<input type="checkbox"/>
Describe the process by which lessons learned from exercises and real-world responses are collected, tracked, and incorporated into the plan review process.	<input type="checkbox"/>

Authorities and References

The Authorities and References section provides the legal basis on which the jurisdiction may activate and carry out emergency operations.

Authorities and References Section	Completed
Include references to relevant federal laws and statutes.	<input type="checkbox"/>
Include references to relevant state laws and statutes.	<input type="checkbox"/>
Include references to relevant local laws and statutes.	<input type="checkbox"/>
Include references to relevant volunteer and nongovernmental agencies.	<input type="checkbox"/>

Recovery Committee Annexes

Recovery Committee Annexes provide details about committee functions and activities. Each annex outlines the committee mission, objectives, and recovery partners and provides an overview of the pre-disaster, transition, short-term, and long-term recovery activities. During the planning process, jurisdictions should review the annexes with committee lead and support organizations to make necessary revisions.

Recovery Committee Annexes	Completed
Identify lead and support organizations for each committee and subcommittee.	<input type="checkbox"/>
Include committee mission, objectives, and activities confirmed by lead and support organizations.	<input type="checkbox"/>