

Natural and Cultural Resources Committee Checklist

Overview

This checklist was developed as part of the North Central Texas Council of Governments Recovery Planning project in 2020. The project included development of a recovery framework guidance document, jurisdiction recovery plan template, and recovery toolkit of resources to help local jurisdictions plan for recovery. This checklist is one item included in the recovery toolkit.

Purpose

This checklist tool is intended to be used post-disaster. It can serve as a job aid to guide emergency managers and committee staff through recovery. The checklist is not exhaustive, but it outlines many of the critical activities to address recovery challenges in the area of natural and cultural resources recovery and provides a means for tracking ongoing progress. Not all activities listed may be applicable to every disaster, but the checklist serves as a general guide to identify and prioritize recovery activities.

Use

This checklist can be edited as users see fit. The committee lead agency is responsible for compiling the status of activities and maintaining the checklist document. Updated versions should be provided to the Local Disaster Recovery Manager (LDRM) and Recovery Coordination Task Force periodically or as requested. Previous versions should be archived for future reference.

Contents

This document contains the following components:

- **Committee Roster:** This form documents when the committee and/or subcommittees were activated and maintains relevant contact information.
- **Checklists.** The checklist is divided into the following sections:
 - **Startup Activities.** These tasks should be completed by committee staff once activated and reviewed at the beginning of each planning period.
 - **Transition from Response to Recovery.** These tasks should be completed to help ensure a smooth transition from response operations to recovery. Many of these tasks focus on addressing issues that may carry over from the response phase.
 - **Short-term Recovery.** These tasks should be initiated within the first 8 weeks post-disaster. Some items will carry over into the long-term recovery phase, depending on the situation.
 - **Long-term Recovery.** These tasks will be important to consider throughout the months and possibly years following a major disaster. Because each disaster situation is different, committees should review these tasks periodically during the short-term recovery phase to determine whether they should be addressed earlier in the recovery process.

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Natural and Cultural Resources Committee Roster

The Natural and Cultural Resources Committee works to remediate disaster impacts to ecosystems and culturally-significant places in compliance with applicable state and federal regulations.

Natural and Cultural Resources Committee

- Activation Date: _____
- Committee Lead Name, Title, and Agency: _____
- Phone and Email: _____
- Position Reports to: Recovery Coordination Task Force

Environmental Remediation and Restoration Subcommittee

- Activation Date: _____
- Subcommittee Lead Name, Title, and Agency: _____
- Phone and Email: _____
- Position Reports to: Natural and Cultural Resources Committee Lead

Community Arts and Recreation Subcommittee

- Activation Date: _____
- Subcommittee Lead Name, Title, and Agency: _____
- Phone and Email: _____
- Position Reports to: Natural and Cultural Resources Committee Lead

Historic Preservation Subcommittee

- Activation Date: _____
- Subcommittee Lead Name, Title, and Agency: _____
- Phone and Email: _____
- Position Reports to: Natural and Cultural Resources Committee Lead

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Natural and Cultural Resources Committee Checklist

Name: _____

Date: _____ Planning Timeframe: _____ to _____

Startup Activities

Tasks	Comments/Notes	Status
1. Assign a Committee representative(s) to the Recovery Coordination Task Force.		<input type="checkbox"/> Complete
2. Review and update this Checklist.		<input type="checkbox"/> Complete
3. Obtain a situation briefing and/or special instructions from the Recovery Coordination Task Force and the Local Disaster Recovery Manager (LDRM): a. Summary of the Recovery Organization and active Committees/Subcommittees b. Involvement of outside agencies, stakeholders, and organizations c. Review current Incident Action Plan or Recovery Action Plan d. Clarify any issues regarding your assignment		<input type="checkbox"/> Complete
4. Review overall Committee objectives: a. Rehabilitate damaged environmental resources to return them to their pre-disaster condition or better. b. Restore and preserve culturally and historically significant buildings, monuments, and places. c. Coordinate with private sector companies, conservation groups, and nonprofit organizations to assist with recovery activities. d. Maintain compliance with all environmental regulatory requirements of state and federal agencies.		<input type="checkbox"/> Complete
5. Brief staff on objectives and issues, including the following: a. Size and complexity of the incident b. Situation c. Expectations d. Recovery activities e. Special concerns		<input type="checkbox"/> Complete

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Name: _____

Date: _____ Planning Timeframe: _____ to _____

Tasks	Comments/Notes	Status
6. Determine incident objectives for the next planning timeframe and determine tactics.		<input type="checkbox"/> Complete
7. Activate appropriate Subcommittees, make assignments, and distribute relevant information.		<input type="checkbox"/> Complete
8. Prepare and submit a preliminary Committee status report to the Recovery Coordination Task Force.		<input type="checkbox"/> Complete
9. Conduct a meeting with staff to receive status reports to determine appropriate recovery levels, then set the time for the next briefing.		<input type="checkbox"/> Complete

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Date: _____ Planning Timeframe: _____ to _____

Transition from Response to Recovery

Task	Subcommittee	Comments/Notes	Status
10. Support response operations to stabilize disaster impacts to environmental resources and prevent further damage.	Environmental Remediation and Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
11. Provide subject-matter experts to assist with damage assessments to evaluate disaster-related impacts to environmental resources.	Environmental Remediation and Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
12. Support debris management operations to ensure that they do not cause environmental damage (such as a release of hazardous substances).	Environmental Remediation and Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
13. Participate in damage assessment activities, as requested, to evaluate disaster impacts to cultural resources (e.g., parks, open spaces, museums and galleries, performing arts venues, landmarks, etc.).	Community Arts and Recreation		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
14. Coordinate with the Damage Assessment Subcommittee to obtain status of historic properties.	Historic Preservation		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
15. Coordinate stabilization efforts to salvage historic sites that are not completely destroyed.	Historic Preservation		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
16. Coordinate the secure removal and storage for historic artifacts to prevent further damage.	Historic Preservation		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

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Short-term Recovery

Task	Subcommittee	Comments/Notes	Status
17. Provide local representatives to the joint Preliminary Damage Assessment (PDA) team, as needed, to evaluate disaster-related impacts to environmental resources.	Environmental Remediation and Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
18. Identify environmental repair and restoration needs and available personnel assets. Estimate local, state, and federal resource requirements.	Environmental Remediation and Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
19. Identify repair and restoration needs for culturally-significant structures, documents, and objects. Estimate needed local, state, and federal resources.	Community Arts and Recreation		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
20. Implement measures to repair damage to structures and protect and preserve culturally significant documents and objects.	Community Arts and Recreation		
21. Communicate the importance of adhering to proper environmental regulations and development processes to property owners, infrastructure holders, contractors, builders, and others.	Environmental Remediation and Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
22. Develop and disseminate public messaging for preventing environmental contamination during residential and business cleanup activities.	Environmental Remediation and Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
23. Provide ongoing support to debris management operations to ensure that they do not cause environmental damage (such as a release of hazardous substances).	Environmental Remediation and Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

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Task	Subcommittee	Comments/Notes	Status
24. Conduct ongoing monitoring and testing for potential contamination of soil, water, etc.	Environmental Remediation and Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
25. Coordinate with state and federal agencies to ensure compliance with environmental regulations.	Environmental Remediation and Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
26. Prioritize the reopening of libraries and other popular public spaces that can serve as recovery information centers and internet access hubs.	Community Arts and Recreation		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
27. Work with the Land Use Planning and Development Committee to identify parks and open spaces that can be temporarily repurposed for recovery efforts such as parking for mobile homes, equipment staging, donation storage and distribution, and information centers.	Community Arts and Recreation		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
28. Coordinate stabilization efforts to salvage historic sites that are not completely destroyed.	Historic Preservation		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
29. Provide owners of historic buildings with information for repair and restoration in accordance with historic preservation guidelines.	Historic Preservation		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

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Long-term Recovery

Task	Subcommittee	Comments/Notes	Status
30. Continue public outreach to promote environmental stewardship during recovery efforts.	Environmental Remediation and Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
31. Continue providing support to debris management operations to ensure that they do not cause environmental damage (such as a release of hazardous substances).	Environmental Remediation and Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
32. Continue monitoring and testing for potential contamination of soil, water, etc.	Environmental Remediation and Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
33. Develop and implement an action plan with identified restoration projects and programs (e.g., cleanup of waterways, reconstitution of wetlands, conversion of flood-prone areas to open space). Outline implementation actions, costs, and timeline. Ensure all projects and programs comply with state and federal regulatory requirements and receive proper approvals.	Environmental Remediation and Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
34. Identify federal, state, NGO, and private programs and/or funding opportunities to implement the action plan.	Environmental Remediation and Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
35. Coordinate with FEMA to manage Environmental and Historic Preservation (EHP) review processes.	Environmental Remediation and Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

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Task	Subcommittee	Comments/Notes	Status
36. Support Public Assistance (PA) projects, as applicable.	Environmental Remediation and Restoration / Community Arts and Recreation		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
37. Proactively advise and support other Recovery Committees in meeting environmental requirements.	Environmental Remediation and Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
38. Prioritize the repair of popular community facilities, such as sport fields and recreation centers, to support the well-being of residents.	Community Arts and Recreation		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
39. Coordinate public engagement opportunities with residents to identify opportunities for improving local arts and recreation programs and facilities during recovery.	Community Arts and Recreation		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
40. Identify ways that private donors, endowments, and philanthropic organizations can support recovery projects that expand arts and cultural programs.	Community Arts and Recreation		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
41. Utilize abandoned structures and vacant shop windows for visual art displays and identify vacant lots and other outdoor sites to locate community projects and gathering spots.	Community Arts and Recreation		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
42. Leverage existing mobile programming, such as library bookmobiles, to bring arts and culture to neighborhoods and community gatherings.	Community Arts and Recreation		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

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43. Hold celebratory recovery events at community arts and recreation facilities to engage the whole community.	Community Arts and Recreation		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
44. Coordinate with FEMA to manage EHP review processes as needed.	Historic Preservation		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
45. Determine long-term strategies to restore damaged historic sites and enhance resilience to future disasters.	Historic Preservation		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing