

Health and Social Services 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 health and social services 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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Health and Social Services Committee Roster

The Health and Social Services Committee coordinates with government, private, and nonprofit providers to pool resources to support individuals, families, and children, including those with disabilities. In addition to reestablishing pre-disaster services, this Committee also works to identify community recovery needs and provide additional services to meet those needs.

Health and Social Services Committee

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

Donations and Volunteer Management Subcommittee

- Activation Date: _____
- Subcommittee Lead Name, Title, and Agency: _____
- Phone and Email: _____
- Position Reports to: Health and Social Services Committee Lead

Individual and Family Management Subcommittee

- Activation Date: _____
- Subcommittee Lead Name, Title, and Agency: _____
- Phone and Email: _____
- Position Reports to: Health and Social Services Committee Lead

Public Health and Medical Services Subcommittee

- Activation Date: _____
- Subcommittee Lead Name, Title, and Agency: _____
- Phone and Email: _____
- Position Reports to: Health and Social Services Committee Lead

Schools and Academic Institutions Subcommittee

- Activation Date: _____
- Subcommittee Lead Name, Title, and Agency: _____
- Phone and Email: _____
- Position Reports to: Health and Social Services Committee Lead

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Health and Social Services 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 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. Manage donations and volunteers effectively. b. Coordinate individual and family services that support recovery. c. Ensure the needs of vulnerable populations are addressed. d. Provide health information and medical services to disaster survivors. e. Support education institutions as they recover. f. Provide easily accessible recovery information and resources to the public.		<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

Health and Social Services Committee Checklist

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

Health and Social Services Committee Checklist

Name: _____

Date: _____ Planning Timeframe: _____ to _____

Transition from Response to Recovery

Task	Subcommittee	Comments/Notes	Status
10. Disseminate public health directives related to disaster impacts (e.g., boil water).	Public Health and Medical Services		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
11. Support local healthcare providers with patient tracking and reunification efforts, if requested.	Public Health and Medical Services		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
12. Work with local healthcare networks and providers to disseminate public messaging on the status of operations.	Public Health and Medical Services		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
13. Support points of distribution operations initiated during the response phase and disseminate information to the public on emergency commodities distribution areas.	Public Health and Medical Services		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
14. Coordinate with healthcare providers to establish mobile locations for providing medical assistance, if requested.	Public Health and Medical Services		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
15. Continue mass care operations initiated during the response phase until they are no longer needed.	Individual and Family Assistance		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
16. Identify active Voluntary Organizations Active in Disaster (VOAD) partners, share information about relief operations, and develop consistent public messaging about available support.	Individual and Family Assistance		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

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Date: _____ Planning Timeframe: _____ to _____

Task	Subcommittee	Comments/Notes	Status
17. Disseminate information to the public on emergency commodities distribution areas for water, ice, food, hygiene and sanitation products, etc.	Volunteers and Donations		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
18. Collaborate with local NGOs, VOAD, and faith-based communities to assist with donations management, volunteer management, and public messaging.	Volunteers and Donations		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
19. Disseminate frequent and consistent donations management public messaging to discourage unsolicited commodities donations and redirect donors to cash donations or needed items.	Volunteers and Donations		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
20. Evaluate the need for a local disaster fund to receive financial donations and coordinate with a local community foundation or other nongovernmental partner with the capability to serve as a central point to collect cash donations.	Volunteers and Donations		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
21. Establish communication with childcare centers, schools, and universities in the affected area to understand the extent of physical damages and anticipated impact on operations.	Schools and Academic Institutions		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
22. Coordinate the consolidation and/or deactivation of schools used as emergency shelters.	Schools and Academic Institutions		<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
23. Support demobilization of emergency shelters, including gathering information on recovery needs of families and individuals leaving the shelter.	Individual and Family Assistance		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
24. Stand up and manage local resource and information centers and/or support FEMA disaster recovery centers (if disaster receives federal declaration). Provide information to the public about the location of and services at the information center(s).	Individual and Family Assistance		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
25. Provide public information on available disaster assistance programs and who may qualify through all communication channels (e.g., city/county website, social media, tv/radio, etc.).	Individual and Family Assistance		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
26. Coordinate with local social services agencies and organizations to provide mental health services and referrals to disaster survivors.	Individual and Family Assistance		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
27. Coordinate with local organizations that provide services to vulnerable populations (e.g., those with disabilities and access and functional needs, seniors, children, and those with limited-English proficiency) to provide relief services and disseminate information.	Individual and Family Assistance		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

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Task	Subcommittee	Comments/Notes	Status
28. Ensure all service delivery areas are accessible for people with disabilities and others with access and functional needs, including information and assistance centers. Consider language issues when crafting public messaging or printed information.	Individual and Family Assistance		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
29. Coordinate available animal care, temporary animal sheltering, and animal reunification resources through both nonprofit organizations and local governmental animal services entities.	Individual and Family Assistance		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
30. Coordinate community door-to-door needs assessments, if necessary.	Individual and Family Assistance		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
31. Support FEMA Disaster Recovery Centers (DRCs) if disaster receives federal declaration. Provide information to the public about the location and operations of the DRCs; the information that will be available; and that they may qualify for federal individual assistance from FEMA, SBA, and other federal programs.	Individual and Family Assistance		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
32. Coordinate with local community NGOs and VOAD to ensure available resources are communicated with affected communities.	Individual and Family Assistance		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
33. Ensure continuity of social services programs and coordinate with Texas Health and Human Services for additional resources.	Individual and Family Assistance		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

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Task	Subcommittee	Comments/Notes	Status
34. Provide support to local school districts to maintain continuity of services, reestablish operations, and disseminate public messaging related to closures.	Schools and Academic Institutions		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
35. Coordinate with local and state education entities to identify temporary, alternative, and/or supplemental locations for schools as needed.	Schools and Academic Institutions		
36. Continue donations and volunteer messaging, identify issues with unsolicited donations and volunteers, and identify strategies to redirect potential donors to cash contributions.	Volunteer and Donations Management		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
37. Establish a local disaster fund to receive financial donations, if necessary.	Volunteer and Donations Management		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
38. Coordinate with local VOAD for assistance with donations management, available resources, volunteer management, and public messaging.	Volunteer and Donations Management		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
39. Engage local NGOs and faith-based organizations that can help with collecting, sorting, storing, transporting, and distributing unsolicited donations.	Volunteer and Donations Management		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
40. Coordinate with local NGOs and VOAD members with volunteers to combine activities like training, deployment, and management.	Volunteer and Donations Management		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
41. Continue to disseminate disaster-related public health information as needed.	Public Health and Medical Services		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

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Task	Subcommittee	Comments/Notes	Status
42. Identify potential alternate or mobile locations for providing medical assistance, if requested	Public Health and Medical Services		<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
43. Continue to support staffing, resources, and logistics for local information centers and/or DRCs.	Individual and Family Assistance		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
44. Maintain ongoing relationships with VOAD, nonprofits, and faith-based organizations to coordinate recovery assistance efforts.	Individual and Family Assistance		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
45. Work with VOAD partners to gather information on unmet needs of the community and identify strategies, programs, and resources to address them.	Individual and Family Assistance		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
46. Provide information and referrals about available community resources and assistance to the public.	Individual and Family Assistance		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
47. Continue donations and volunteer messaging, identify issues with unsolicited donations and volunteers, and identify strategies to redirect potential donors to cash contributions.	Volunteer and Donations Management		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
48. Coordinate with local VOAD for assistance with donations management, available resources, volunteer management, and public messaging.	Volunteer and Donations Management		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
49. Engage local NGOs and faith-based communities that can help with collecting, sorting, storing, transporting, and distributing unsolicited donations.	Volunteer and Donations Management		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

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Task	Subcommittee	Comments/Notes	Status
50. Support operation of a local disaster fund to receive financial donations, if established.	Volunteer and Donations Management		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
51. Collaborate with local nonprofits that routinely work with volunteers to identify potential recovery activity volunteer opportunities.	Volunteer and Donations Management		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
52. Support local school districts' efforts to reestablish full operations.	Schools and Academic Institutions		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
53. Support local organizations to provide community health services, including mental health services.	Public Health and Medical Services		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
54. Maintain effective public health outreach and communications related to recovery impacts (e.g., mold, drinking water contamination).	Public Health and Medical Services		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
55. Monitor and maintain human and animal disease surveillance.	Public Health and Medical Services		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
56. Identify and advocate for public-private funding to meet the physical and behavioral health needs of vulnerable populations.	Public Health and Medical Services		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing