

Infrastructure 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 infrastructure 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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Infrastructure Committee Roster

The Infrastructure Committee is responsible for coordinating the repairs and restoration of essential systems and structures including roads, bridges, public transportation, rail, gas, electric, communications, and water.

Infrastructure Committee

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

Damage Assessment Subcommittee

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

Debris Management Subcommittee

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

Utility Restoration Subcommittee

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

Transportation Restoration Subcommittee

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

Public Facility Repair Subcommittee

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

Infrastructure 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. Perform damage assessments of infrastructure assets and oversee repairs and reconstruction. b. Evaluate infrastructure recovery needs and required resources and capabilities. c. Oversee debris management. d. Restore mobility and critical services, including utilities and transportation. e. Consider long-term resiliency and the function of structures and systems during the rebuilding of public facilities and other infrastructure systems.		<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

Infrastructure 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

Infrastructure Committee Checklist

Name: _____

Date: _____ Planning Timeframe: _____ to _____

Transition from Response to Recovery

Task	Subcommittee	Comments/Notes	Status
10. Continue to maintain proper cost documentation processes to ensure eligibility for reimbursement.	All Subcommittees		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
11. Continue damage assessments of public facilities, water and wastewater infrastructure, roads, bridges, etc. Detail damages to the extent possible.	Damage Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
12. Protect public safety by identifying structures or areas for which access should be restricted.	Damage Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
13. Prepare maps locating infrastructure damages, power outages, road closures, and other conditions.	Damage Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
14. Identify priorities for repairs to damaged infrastructure that impedes efforts to provide entry or essential services to disaster-affected areas.	Damage Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
15. Continue coordination of response phase power restoration activities and support utility companies as requested.	Utility Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
16. Identify priority areas for restoration of systems that support the safety and welfare of vulnerable populations (e.g., electric, power, and water systems for hospitals and healthcare facilities).	Utility Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

Infrastructure Committee Checklist

Name: _____

Date: _____ Planning Timeframe: _____ to _____

Task	Subcommittee	Comments/Notes	Status
17. Conduct debris removal activities with appropriate equipment. Activate debris management contract (if applicable) and oversee implementation of debris removal operations by contractor for collection, disposal, and monitoring of debris.	Debris Management		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
18. Conduct roadway and public right-of-way debris removal.	Debris Management		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
19. Provide utility restoration timelines and service outage information to the public.	Utility Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
20. Coordinate repairs and interim provisions to establish safe ingress and egress routes for response vehicles and equipment.	Transportation Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
21. Provide ongoing public status updates on the accessibility of roads and bridges and a timeline for re-entry.	Transportation Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
22. Conduct priority repairs to inroads for healthcare facilities and providers, supermarkets, home improvement stores, and gas stations to support continuity of supply chains and public re-entry into the area.	Transportation Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
23. If road capacity is constrained, limit access by private vehicles and/or work with local bus networks to expand public transit service and add additional routes.	Transportation Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

Infrastructure Committee Checklist

Name: _____

Date: _____ Planning Timeframe: _____ to _____

Task	Subcommittee	Comments/Notes	Status
24. Implement departmental continuity of operations (COOP)/continuity of government (COG) plans and relocate to alternate facilities, where possible, to resume essential government functions.	Public Facility Repair		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

Infrastructure Committee Checklist

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Short-term Recovery

Task	Subcommittee	Comments/Notes	Status
25. Continue proper cost documentation of all infrastructure recovery efforts to ensure eligibility for reimbursement.	All Subcommittees		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
26. Prepare for the arrival of state and federal agencies to conduct the joint Preliminary Damage Assessment (PDA). Provide local representatives and qualified engineers to accompany PDA teams. The local representatives are responsible for ensuring that all damaged areas, estimated repair costs, insurance entitlements, and hazard mitigation opportunities are identified.	Damage Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
27. Use a Public Property Site Assessment Worksheet (DEM-25) and a map in the local assessment of infrastructure losses.	Damage Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
28. Provide transportation for PDA teams. Secure large capacity vehicles that can accommodate up to six passengers.	Damage Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
29. Continue utility restoration activities and provide information on utility restoration timelines, service outages, and utility payment relief programs to the public.	Utility Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
30. Continue implementation of departmental COOP/COG plans as long as necessary.	Public Facility Repair		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

Infrastructure Committee Checklist

Name: _____

Date: _____ Planning Timeframe: _____ to _____

Task	Subcommittee	Comments/Notes	Status
31. Coordinate debris removal activities, including oversight of contractors.	Debris Management		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
32. Provide information on proper disposal and recycling programs and processes to residents and businesses.	Debris Management		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
33. Work with the Economic Committee to coordinate with private businesses that provide key parts of the supply chain, including fuel and transportation services, to identify recovery support needs.	Transportation Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
34. Determine the level of insurance coverage for impacted structures.	Damage Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
35. Consider alternative uses for existing transportation infrastructure, such as enabling pedestrian or bicycle transportation on roadways. Also consider working with local or state park departments to open urban trails to limited vehicular traffic while roadways are repaired.	Transportation Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
36. Complete repairs to local roads through public works and contract support. Coordinate with the state department of transportation to make repairs to state roads.	Transportation Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
37. Coordinate procurement and contracting for significant repairs to roads and other locally owned transportation infrastructure.	Transportation Restoration		

Infrastructure Committee Checklist

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Task	Subcommittee	Comments/Notes	Status
38. Coordinate engineering surveys of major damage, identify repair and reconstruction needs, and estimate associated costs.	Damage Assessment		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
39. Complete minor repairs to facilities through existing city and county maintenance staff.	Public Facility Repair		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
40. Provide ongoing updates to the public about the status of public facilities and the timeline for reestablishing operations.	Public Facility Repair		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
41. Coordinate procurement and contracting for significant repairs that exceed local capabilities.	Transportation Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
42. Review damage assessments of individual resources and aggregate this information to understand damage by neighborhood and asset type across the jurisdiction.	Damage Assessment		<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 proper cost documentation of all infrastructure recovery efforts to ensure eligibility for reimbursement.	All Subcommittees		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
44. Coordinate Public Assistance program activities with FEMA.	Subcommittees as assigned		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
45. Provide the public with periodic updates on infrastructure status until operations and services are fully restored.	Subcommittees as assigned		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
46. Coordinate debris removal activities, including oversight of contractors.	Debris Management		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
47. Oversee debris disposal site capacity issues.	Debris Management		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
48. Coordinate with the U.S. Army Corps of Engineers and any involved state agencies responsible for clearing debris from waterways, as necessary.	Debris Management		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
49. Coordinate engineering surveys of major damage, identify repair and reconstruction needs, and estimate associated costs.	Subcommittees as assigned		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

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Task	Subcommittee	Comments/Notes	Status
50. Coordinate procurement and contracting for significant repairs that exceed local capabilities.	Subcommittees as assigned		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
51. Work with the Land Use Planning and Development Committee to identify hardening and mitigation opportunities to incorporate into reconstruction plans. Consider projects included in the most up-to-date local Hazard Mitigation Plan.	Subcommittees as assigned		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
52. Coordinate repairs, reconstruction, and restoration of critical utilities infrastructure. If conducting a large-scale repair program, ensure that close scrutiny of costs and quality of repairs are maintained throughout the program.	Utility Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
53. Identify hardening and mitigation opportunities to incorporate into reconstruction plans. Encourage investment in redundant assets to maintain communications and supply temporary service.	Utility Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
54. Coordinate repairs and reconstruction of roads and bridges. If conducting a large-scale repair program, ensure that close scrutiny of costs and quality of repairs are maintained throughout the program.	Transportation Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
55. Provide ongoing public updates on the operating status of transportation infrastructure and public transit service.	Transportation Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing

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Task	Subcommittee	Comments/Notes	Status
56. Work with the Land Use Planning and Development Committee to integrate sustainable transportation strategies into recovery efforts and identify opportunities to support multi-modal transportation systems (e.g., bike lanes, expanded bus services and/or light rail, and retrofits to pedestrian crossings).	Transportation Restoration		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing
57. Manage capital projects, as needed.	Subcommittees as assigned		<input type="checkbox"/> N/A <input type="checkbox"/> Complete <input type="checkbox"/> Ongoing