

[Insert image here]

# [Insert Disaster Name] Long-Term Recovery Plan

[Insert County/Jurisdiction Name]

**[INSERT DATE OF PUBLICATION]**

[Insert jurisdiction's logo here.]

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# HOW TO USE THIS DOCUMENT

This document is a template designed to assist local jurisdictions in developing a Long-Term Recovery Plan based on the results of a local recovery needs assessment. As such, this template represents the beginning of a planning process in the development and implementation of a community's recovery strategy. The template is intended to assist local recovery planners by providing an outline of information that is generally applicable to most local governments. The accompanying [Long-Term Recovery Plan Guide](#) provides detailed examples and resources that will assist jurisdictions with populating and expanding the template into a full plan.

To ensure success during implementation, the development of this plan should follow a strategic planning process to align the needs of the Whole Community and ensure the plan is integrated into the community's Emergency Operations Plan, General Plan (and associated elements), Local Hazard Mitigation Plan, Climate Action Plan, and the Comprehensive Economic Development Strategy, among others. Jurisdictions are encouraged to include images of the disaster, data visualizations, and graphics to support key points and objectives.

The following steps should be followed to guide the development of this template into a plan:

1. **Forming a Collaborative Planning Team** composed of representatives from the local government, non-profit organizations, private sector, and community members. The team should work together collaboratively to gather information on disaster impacts, assess unmet needs, identify partners, and develop projects for the plan.
2. **Preparation, Review, and Approval** are necessary for ensuring the plan is thorough and effective. This stage includes gathering data, identifying priorities, and developing specific recovery strategies. The plan should be reviewed by relevant stakeholders and approved by the designated authority before implementation.
3. **Implementation and Maintenance** are key components of the recovery process. The plan should be implemented as soon as possible after a disaster and regularly reviewed and updated to ensure it remains relevant and effective. This includes monitoring progress, identifying and addressing any issues, and updating the plan as needed. Overall, a Long-Term Recovery Plan is a critical tool for guiding the recovery of a community after a major disaster.

For additional guidance on the implementation of the recovery planning process, please refer to [FEMA Comprehensive Planning Guidance 101](#), [FEMA Pre-Disaster Recovery Planning Guide for Local Governments](#), and [FEMA Pre-Disaster Recovery Planning Guide for Tribal Governments](#).

For additional resources, including the California Disaster Recovery Framework, refer to the [Cal OES Recovery Support Functions](#) web page.

The Long-Term Recovery Plan template and associated guidance are initial drafts. The Cal OES Interagency Recovery Coordination Group welcomes feedback to improve the document. Feedback, questions, and requests for technical assistance may be submitted to [LongTermRecovery@CalOES.ca.gov](mailto:LongTermRecovery@CalOES.ca.gov).

**Note:** Information in black font within the document represents information that may require little, if any, modification. Words or phrases bracketed in [red font] indicate where information tailored to the specific local government should be developed and inserted. Template instructions frequently appear in call-out boxes to keep them separate from plan text and to limit the amount of red text that appears throughout this document; call-out boxes may be deleted during the drafting process when they are no longer needed. All red text should be changed to black or deleted before completion of the plan. Disaster graphics, images, or data visualizations may be included to further demonstrate ownership of the plan.

[This section should be deleted after the Long-Term Recovery Plan is finalized.]

# ACKNOWLEDGEMENTS

[Use this section to list stakeholders, include a forward from a key stakeholder, or outline the recovery team structure.]

# EXECUTIVE SUMMARY

[After developing the Long-Term Recovery Plan, local jurisdictions may choose to develop an Executive Summary that captures important information presented in the plan. Traditionally, the Executive Summary is no longer than 2-3 pages.

The purpose of the Executive Summary is to provide a concise overview of the recovery plan, enabling the reader to grasp central concepts in a succinct manner. While the inclusion of an Executive Summary is discretionary, it is particularly beneficial when the primary document is extensive.]

# RECORD OF CHANGES

Version No.	Changes Made	Date	Updated By



# INTRODUCTION

## Purpose

The purpose of the [Disaster Name] Long-Term Recovery Plan is to guide the rebuilding and revitalization of [Insert County/Jurisdiction Name] following the [Insert Year] [Insert Disaster Name] to facilitate a coordinated and efficient process for operationalizing recovery objectives and strategies. This plan outlines the process for addressing the unmet needs of disaster survivors, businesses, and the local government and restoring the community's physical, economic, and social infrastructure.

The plan includes strategies for addressing the needs of survivors, businesses, and local governments while increasing resilience to reduce the community's risk during future disasters; and also serves as a resource for obtaining external support through the development of grant applications for funding, technical assistance, and other types of resources.

The [Disaster Name] Long-Term Recovery Plan has been developed by the [Insert Name of Committee] which includes representatives from [Insert Names of Government Agencies, Nonprofit Organizations, Faith-Based Organizations, private sector as appropriate.]

## Scope

The [Insert Disaster Name] Long-Term Recovery Plan provides an overview of [Insert County/Jurisdiction Name] community assets, disaster impacts, and needs to realize recovery of the Whole Community. The plan will evolve over time as funding is allocated and projects are implemented to provide stakeholders with updates on recovery progress and new risks, needs, and projects.

## Situation Overview

Insert description of disaster event including:

- Dates of incident
- Quantitative disaster data (acres burned, Richter scale mark, flood levels)
- Dates of requests for assistance and declarations and types of state and federal assistance received
- Initial damage and loss estimates
- Impacts to any vulnerable populations
- Impacts to state and federal tribes
- Impacts to areas or structures of historical significance
- Historic disasters and hazards (e.g., COVID-19 impacts)
- Community strengths, weaknesses, opportunities, and threats

# COMMUNITY ENGAGEMENT

Insert community engagement workshops, activities, and events that occurred during development of the plan.

[This callout box should be deleted, upon completion of the Long-Term Recovery Plan.]

Throughout the recovery planning process, residents were invited to shape the future of their community by submitting their priorities and ideas for recovery projects. The goal was to create transparent, open communication lines with residents and community leaders. Communities were engaged early and often to ensure equitable opportunity to participate and to guide the development of this plan.

Describe outreach efforts and organizations that participated, including efforts to reach vulnerable communities and persons with access and functional needs.

Examples may include:

- Visioning sessions
- Listening sessions
- Town hall meetings
- Online surveys

Data to summarize in this section (full results may be included as an appendix):

- Number of meetings
- Total participants
- Hours of interviews
- Participant questions

[This callout box should be deleted, upon completion of the Long-Term Recovery Plan.]

# IMPACTS & RECOVERY NEEDS

Due to the impacts of the [Insert Disaster Name] on the communities of [Insert County/Jurisdiction Name], this recovery needs assessment was developed to highlight the long-term disaster recovery needs. It aims to support communities in the decision-making process surrounding long-term recovery and provide necessary data and evidence to create and implement visions for their future, including advocating for support to address their recovery needs and submitting grant applications for additional resources.

Insert known impacts and recovery needs in sections below as appropriate. Delete and add sections as needed.

Local jurisdictions should consider setting up an RSF structure in their Emergency Operations Plan and/or RSF working groups to organize and follow-through on the information captured through the impacts and recovery needs process. Insert how the jurisdiction will ensure tactical follow-through and track progress as long-term goals are realized.

The resulting information from this section should be used to update risk assessment information in other local planning documents (e.g., Local Hazard Mitigation Plan, General Plan, Climate Action Plan).

[This callout box should be deleted after the Long-Term Recovery Plan is finalized.]

## Community Planning & Capacity Building (CPCB)

Factors to consider for CPCB recovery assessment:

- Development and updates of local plans (hazard mitigation, general plan elements, disaster recovery framework, etc.)
- Capacity of local government to meet changing demand for services
- Land use/re-zoning needs to support comprehensive recovery
- Feasibility studies, assessments, and reports to support resilient recovery and development

Example:

1. Impact 1- Critical infrastructure identified in Local Hazard Mitigation Plan has been significantly impacted by disaster

Recovery Need 1.1- Develop Notice of Interest for Hazard Mitigation Assistance program and identify complimentary funding sources to increase local resiliency

Recovery Need 1.2-Engage subject matter experts to identify best practices for repairing and hardening local infrastructure

Recovery Need 1.3 – Develop a strategy and priority to fund and implement repair and hardening of local infrastructure

### Impacts & Recovery Needs

The following CPCB impacts, and associated recovery have been identified as a result of the disaster:

1. Impact 1:  
Recovery Need 1.1:  
Recovery Need 1.2:
2. Impact 2:  
Recovery Need 2.1:  
Recovery Need 2.2:
3. Impact 3:  
Recovery Need 3.1:  
Recovery Need 3.2:

# Economic

Factors to consider for Economic recovery assessment:

- Impacts to businesses & key revenue streams (agriculture, tourism, etc.)
- Numbers and proportions of businesses impacted
- Local or regional Comprehensive Economic Development Strategy
- Factors keeping local businesses closed
- Employee layoffs

Example:

1. Impact 1- The disaster has impacted multiple sectors in the local economy including agriculture, tourism, and hospitality

Recovery Need 1.1- Facilitate interview sessions with multiple stakeholders to gain insight into economic impacts

Recovery Need 1.2- Facilitate workgroup sessions across stakeholders to align priorities and develop economic recovery strategies

## Impacts & Recovery Needs

The following economic impacts, and associated recovery have been identified as a result of the disaster:

1. Impact 1:  
Recovery Need 1.1:  
Recovery Need 1.2:
2. Impact 2:  
Recovery Need 2.1:  
Recovery Need 2.2:
3. Impact 3:  
Recovery Need 3.1:  
Recovery Need 3.2:

## Health & Social Services (HSS)

Factors to consider for HSS recovery assessment:

- Healthcare systems capacity & availability
- Water/air quality
- Mental/behavioral health
- Education capacity, impacts to schools and institutes of higher learning, and student needs
- Access and functional needs

Example:

1. Impact 1- There has been significant disaster-related trauma within impacted community

Recovery Need 1.1- Provide disaster behavioral health first-aid training to community-based organizations that regularly interact with the community

Recovery Need 1.2- Provide critical incident stress management training to first responders

### Impacts & Recovery Needs

The following HSS impacts, and associated recovery have been identified as a result of the disaster:

1. Impact 1:  
Recovery Need 1.1:  
Recovery Need 1.2:
2. Impact 2:  
Recovery Need 2.1:  
Recovery Need 2.2:
3. Impact 3:  
Recovery Need 3.1:  
Recovery Need 3.2:

## Housing

Factors to consider for Housing recovery assessment:

- Housing repair & replacement needs
- Quality & resiliency of housing stock
- Affordability of housing
- Ease of permitting process
- Insurance challenges
- General plan housing and land use elements

Example:

1. Impact 1- A significant number of homes have been damaged or destroyed and disaster housing recovery programs have been approved

Recovery Need 1.1-Deliver training on role of local, state, and federal governments on the implementation of disaster housing programs

Recovery Need 1.2 Develop a strategy that leverages local, State, and federal resources to rapidly repair and reconstruct housing

[This callout box should be deleted, upon completion of the Long-Term Recovery Plan.]

### Impacts & Recovery Needs

The following Housing impacts, and associated recovery have been identified as a result of the disaster:

1. Impact 1:  
Recovery Need 1.1:  
Recovery Need 1.2:
2. Impact 2:  
Recovery Need 2.1:  
Recovery Need 2.2:
3. Impact 3:  
Recovery Need 3.1:  
Recovery Need 3.2



## Infrastructure Systems

Factors to consider for an Infrastructure recovery assessment:

- Telecommunications and utilities infrastructure
- Water systems
- Roads, bridges, & culverts
- Buildings that provide critical services

Example:

1. Impact 1- Dead-end roads created traffic challenges that significantly slowed the evacuation process

Recovery Need 1.1 - Work with county public works, the planning department, and emergency management to identify and plan projects to connect dead-end roads along evacuation routes

Recovery Need 1.2 - Update traffic management plan to reflect the improved evacuation routes

[This callout box should be deleted, upon completion of the Long-Term Recovery Plan.]

## Impacts & Recovery Needs

The following Infrastructure Systems impacts, and associated recovery have been identified as a result of the disaster:

1. Impact 1:  
Recovery Need 1.1:  
Recovery Need 1.2:
2. Impact 2:  
Recovery Need 2.1:  
Recovery Need 2.2:
3. Impact 3:  
Recovery Need 3.1:  
Recovery Need 3.2:

## Natural & Cultural Resources (NCR)

Factors to consider for NCR recovery assessment:

- Damages to cultural resources
- Damages to historical assets
- Damages to parks & natural assets
- Hazardous & downed trees
- Vegetation to control erosion
- Flammable & invasive vegetation

Example:

1. Impact 1- Hazard trees from wildfire incident are located on private property and federal lands

Recovery Need 1.1- Identify alternative funding source to remove trees in areas ineligible for FEMA Public Assistance

Recovery Need 1.2- Develop wood product utilization strategy to convert excess biomass into wood products to support local economic development

[This callout box should be deleted, upon completion of the Long-Term Recovery Plan.]

## Impacts & Recovery Needs

The following CPCB impacts, and associated recovery have been identified as a result of the disaster:

1. Impact 1:  
Recovery Need 1.1:  
Recovery Need 1.2:
2. Impact 2:  
Recovery Need 2.1:  
Recovery Need 2.2:
3. Impact 3:  
Recovery Need 3.1:  
Recovery Need 3.2:

# RECOVERY PROJECTS

This section provides an overview of recovery projects tailored to address the specific needs of the community resulting from the ([Insert Year]) [Insert Disaster Name]. These projects aim to support the joint efforts of various stakeholders, including local government, non-profit organizations, community members, and the private sector, to rebuild and recover. Projects were designed to be resilient to future disaster impacts and implement mitigation measures where possible.

## What is a Recovery Project?

The recovery projects included in this plan are intended to address the unmet needs of individuals, families, businesses, and local government affected by the disaster, and help the overall community build back more resiliently.

## Recovery Project Domains

The FEMA Core Capabilities, established in the National Preparedness Goal, are referenced in many national preparedness efforts, including the National Planning Frameworks. Grouping recovery projects by the following categories aligns with the NDRF and CDRF, and follows the shared disaster recovery language established by FEMA, which will help state and federal emergency managers quickly grasp the organization of the Long-Term Recovery Plan.

[This callout box should be deleted, upon completion of the Long-Term Recovery Plan.]

Each recovery project is separated by the following recovery domains, according to the [FEMA Core Capabilities](#):

1. **Community Planning & Capacity Building (CPCB):** Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.
2. **Economic:** Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.
3. **Health & Social Services (HSS):** Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.
4. **Housing:** Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.

5. **Infrastructure Systems:** Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.
6. **Natural & Cultural Resources (NCR):** Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and executive orders.

## [Insert name of RSF here] Recovery Projects

See the Long-Term Recovery Plan Guide for a detailed description of each category and examples of completed tables.

Organization of this section will depend upon the number of recovery projects identified. The jurisdiction may choose to group projects by RSF, geographic area, priority, or another metric. Whatever method is chosen, it should be clearly explained in the Long-Term Recovery Plan.

[This callout box should be deleted, upon completion of the Long-Term Recovery Plan.]

[Copy and paste table as needed]

	[Recovery Project Title]
<b>Goal</b>	
<b>Description</b>	
<b>Timeline</b>	
<b>Estimated Cost</b>	
<b>Champion</b>	
<b>Supporting Partners</b>	
<b>Community Capacity</b>	
<b>Need</b>	
<b>Action Items</b>	
<b>Challenges</b>	
<b>Potential Resources</b>	
<b>Resilience &amp; Sustainability</b>	

# IMPLEMENTATION & MAINTENANCE

## Roles & Responsibilities

Include the local partners responsible for implementing the recovery projects and activities outlined in this plan. Also include partners with a responsibility to maintain and/or keep the plan updated. Information can be displayed in an organizational chart, table of positions, etc.

[This callout box should be deleted, upon completion of the Long-Term Recovery Plan.]

The following organizational bodies and positions support the implementation and maintenance of this plan:

1. Local Policy Group – Comprised of local government officials with the jurisdictional authority to establish policy that can help facilitate the implementation of the [Insert Name of Disaster] Long-Term Recovery Plan.
2. Community Members – Represent the primary constituents served by this plan, whose feedback should serve as the primary driver behind recovery project and overall plan updates.
3. Local Disaster Recovery Manager – This position holds responsibility for the direct maintenance of the [Insert Disaster Name] Long-Term Recovery Plan, including the coordination of recovery project updates.
4. Long-Term Recovery Group – A community organization of nonprofit and social services organizations founded to support disaster survivors during recovery.
5. Local Project Champions – Represent local stakeholders directly responsible for the implementation of the recovery projects included in this plan.
6. Supporting Partners – Represent community stakeholders with resources or subject matter expertise that can contribute to the success of a recovery project, including local RSF structures and/or working groups that have been set up as part of the recovery planning process.
7. State/Federal Recovery Support Functions – Coordinate resources and subject matter expertise from governmental and nongovernmental sources to bolster local recovery processes.

## Maintenance Schedule

To ensure the [Insert Name of Disaster] Long-Term Recovery Plan continuously addresses the evolving recovery needs of the community, this plan shall be updated at least every [Insert Number of Years].

The community will be engaged throughout the process of updating the [Insert Disaster Name] Long-Term Recovery Plan through the facilitation of community meetings used to gather feedback into the planning process.

# APPENDICES

**Appendix A: Contact Lists**

**Appendix B: Data Tables**

**Appendix C: Reference Documents**

**Appendix D: Community Engagement Results**

**Appendix E: Acronyms**