

LONG-TERM RECOVERY PLANNING CHECKLIST

Disaster

Date

Step 1. Assess Recovery Needs and Scope of Plan

- ☐ Survey extent of damages
- ☐ Identify potential long-term impacts of damages
- ☐ Separate recovery needs into functional categories (i.e., RSF)
- ☐ Conduct SWOT analysis

Step 2. Establish Planning Team

- ☐ Select a planning project manager
- ☐ Establish a planning team
 - ☐ Core planning team
 - ☐ Recovery sub-committees, working groups, etc.
- ☐ Determine sub-committee leads
- ☐ Establish roles and responsibilities
- ☐ Select regular meeting cadence for core planning team and sub-committees

Step 3. Develop Scope of Work

- ☐ Determine plan structure (i.e., RSF, functional categories, geographic)
- ☐ Review relevant plans for alignment (i.e., Hazard Mitigation, General, Climate Action, Emergency Operations)
- ☐ Outline planning process and timeline
- ☐ Select community engagement events and dates

Step 4. Develop Public Information Campaign

- ☐ Appoint public information manager
- ☐ Establish contact with local media (i.e., newspapers, radio, TV)
- ☐ Establish contact with community organizations (i.e., schools, Chambers of Commerce, faith-based groups)
- ☐ Determine appropriate communication methods (i.e., email, social media, mailing list, flyers, traditional media)
- ☐ Establish contact with special populations (i.e., minorities, low-income areas, access and functional needs)

Step 5. Identify Recovery Needs

- ☐ Conduct meetings to identify issues, needs and potential projects
 - ☐ Community resident engagement
 - ☐ Local government leaders
 - ☐ Community groups, organizations and agencies
- ☐ Identify mitigation and resilience opportunities



Step 6. Draft Long-Term Recovery Plan

- ☐ Define vision statement for plan
- ☐ Establish plan objectives
- ☐ Evaluate objectives using community and support organization feedback
- ☐ Identify projects to address issues and achieve vision
 - ☐ Assign priority and establish timeline for each project
 - ☐ Evaluate project partnership opportunities (i.e., state/federal agencies, private sector, community organizations)
 - ☐ Select a champion for each project
 - ☐ Develop funding strategy for each project
 - ☐ Identify opportunities to merge or phase projects to maximize funding leverage
- ☐ Ensure alignment with other plans

Step 7. Secure Outside Support

- ☐ Government support
 - ☐ Adjacent jurisdictions
 - ☐ State agencies
 - ☐ Federal agencies
- ☐ Community organization support
 - ☐ Planning boards/commissions
 - ☐ Professional organizations
 - ☐ Academic institutions
 - ☐ Nonprofit groups

Step 8. Present Plan to Community

- ☐ Present draft plan to community
- ☐ Solicit public comments for first draft of long-term recovery plan
 - ☐ Host public meeting
 - ☐ Advertise through public information campaign
 - ☐ Publish public comments
- ☐ Revise plan using public comments
- ☐ Present final draft and implementation steps to community
- ☐ Distribute the plan

Step 9. Enacting the Plan

- ☐ Secure approval from jurisdictional governing body
- ☐ Hire Disaster Recovery Manager to implement plan
- ☐ Create website to track plan progress
- ☐ Establish regular update schedule for stakeholders and community members
- ☐ Publish and advertise update reports

Step 10. Prepare for Next Disaster

- ☐ Maintain regular contact with partner agencies and organizations
- ☐ Participate in emergency management and long-term recovery training
- ☐ Conduct long-term recovery tabletop exercises
- ☐ Update jurisdiction's Disaster Recovery Framework with best practices and lessons learned