Moving forward in a difficult time

RECOVERY PLANNING-
ORGANIZING YOUR
DISASTER RECOVERY
Purpose

 The purpose of recovery planning is to anticipate, to the maximum extent possible, what will be needed to restore the community to full functioning as rapidly as possible following a disaster.
 This is accomplished through pre-event planning
 Successful timely recovery from disaster will occur only if all involved parties understand the process, how each fits in, and why particular procedures are used.
Purpose—continued.

- It is extremely important for staff to understand their roles and responsibilities within the recovery process.
  - This will minimize the time required for complete revitalization of the organization in the aftermath of any disaster event.

- The Disaster Recovery Plan is intended to be a guide to the organization and departments for pre-disaster planning, post-disaster short- and long-term recovery efforts.
The plan, designed to be used following any disaster, establishes guidelines and policies for the community that are designed to minimize delays in recovering from natural or manmade disasters.

In doing so, consideration is given to maximizing compliance with both insurance and FEMA requirements.

It also includes a schedule of specific City functions that detail pre-event and post-event (recovery) guidelines.
Sample Table of Contents

- 1.0 Purpose
- 2.0 Emergency Support & Recovery Functions
- 3.0 Recovery Responsibilities
- 4.0 Concept Of Recovery Operations
- 5.0 References
Recovery generally occurs in two or three phases. The reason for the difference is that the two phase process is simply “short-term” and “long-term”. The short-term phase is sometimes divided into two phases, emergency/public safety phase and short-term emergency restoration and repairs phase. Whether two or three phases are used, the work is done in the same general manner.
Elements of a Recovery Plan

Recovery Phases

- It must be understood that there is no definitive time when “response” becomes “recovery”. They may be, and usually are, occurring at the same time. The breakdown of the “short-term” phase into two phases is a recognition that some recovery begins very early in the disaster. A reasonable time frame for those phases is:

  - Emergency Response: Impact to 2 weeks.
  
  - Short-term Recovery, Emergency Restoration and Repairs Phase: Impact to 6 months.
Elements of a Recovery Plan

Recovery Phases - Long-term

- The goal of long-term recovery is to finalize the restoration of the organization and its collections to pre-disaster conditions (or as close as possible).

- Some of the long-term tasks begin after short-term tasks are completed, others are continuation of tasks that began almost immediately after the disaster occurred.

- The long-term recovery phase can last for several years, depending upon the type and impact of the disaster.
Elements of a Recovery Plan

**General**

- In essence, some staff may have a dual responsibility during response. It should be noted, however, that most of the recovery responsibilities would be limited to ensuring that applicable data is provided to a Disaster Recovery Team Manager.

- As the emergency response phase stabilizes, the Recovery Lead begins the coordination of disaster recovery activities.
Elements of a Recovery Plan

Disaster Recovery Lead:
- Implement policy directives.
- Maintain management responsibility for recovery activities.
- Ensure that the appropriate recovery functions are identified.
- Ensure that appropriate tasks are identified and prioritized.
- Ensure that resources are properly applied within the priority framework.
QUESTIONS?