



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.

Purpose-continued..

- 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 1.0 Purpose
- ② 2.0 Emergency Support & Recovery Functions
- ③ 3.0 Recovery Responsibilities
- ④ 4.0 Concept Of Recovery Operations
- ⑤ 5.0 References

Elements of a Recovery Plan

Recovery Operations Management and Organization Structure

Recovery Phases

- 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 to those conditions 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 ?