

Disaster Recovery Planning: Awareness

Pre-Disaster Recovery Plan Outlines

The information in this table is drawn from the *FEMA Pre-Disaster Planning Guide for Local Governments*, *Harvard's Essential Functions and Considerations for Hospital Recovery*, *ASPR's Healthcare Coalition Recovery Plan Template*, and plans accessed via NACCHO's [toolbox](#) (Tri-County, CO; New Orleans, LA; Chickahominy Health District; Franklin County MA, and Madison County, FL). Note that in the Harvard document, no actual outline is provided in document.

Outline Section	FEMA Pre-Disaster Guide, Appendix E	Harvard Essential Functions and Considerations for Hospital Recovery	ASPR Healthcare Coalition Recovery Plan Template	Sample Local Public Health Plans
Introduction	<ul style="list-style-type: none"> Plan Purpose Community Capacity Assessment Risks, Hazards, Exposures, and Vulnerabilities Strategies Recovery Goals and Policies Implementation Process Recovery Administrative Structure Community Engagement Strategy Mitigation Measures 	<ul style="list-style-type: none"> Scope and objectives Activation Recovery Organizational Structure and Teams (HICS) Risk Assessment / HVA / Identification of Recovery Needs 	<ul style="list-style-type: none"> Purpose of Plan Scope Situation Overview 	<ul style="list-style-type: none"> Purpose Scope Situation Assumptions
Concept of Operations			<ul style="list-style-type: none"> Recovery Concept of Operations (<i>included in Introduction</i>) 	<ul style="list-style-type: none"> Roles and Responsibilities Command and Control Notification Activation Demobilization
Recovery Leadership (FEMA only)	<ul style="list-style-type: none"> Recovery Leadership Authorities 			<ul style="list-style-type: none"> Authorities & References
Recovery Functions and Operations	<ul style="list-style-type: none"> Partners (responsibilities for each) Activation of Personnel Assessment and Data Gathering Communication Guidelines Notification and Engagement of Recovery Partners 	<ul style="list-style-type: none"> Continuity of Operations Plan (COOP) / Recovery Interplay Communications and Information Sharing Materials Management Personnel Management Behavioral Health Safety & Security 	<ul style="list-style-type: none"> Monitoring and Situational Awareness Impact Assessment/ Evaluation Facilitate Recovery Assistance and Implementation <ul style="list-style-type: none"> Healthcare Workforce Community/ Facility Critical Infrastructure 	<ul style="list-style-type: none"> Roles and Responsibilities Partner Roles Recovery Needs Assessment Administration, Finance & Logistics Public Information Environmental Health Disease Surveillance

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	<ul style="list-style-type: none"> • State, Tribal, and Federal Engagement • Organizational Chart • Timelines 	<ul style="list-style-type: none"> • Volunteer and Donation Management • Financial and Legal Issues 	<ul style="list-style-type: none"> ○ Healthcare Supply Chain ○ Medical/ Non-Medical Transportation System ○ Healthcare Information System ○ Communications ○ Healthcare Administration/ Finance 	<ul style="list-style-type: none"> • Food Safety • Mental and Behavioral Health Services • Personnel Management • Vital Records • Volunteer Management
Recovery Implementation	<ul style="list-style-type: none"> • Execution Strategy • Priorities and Policy Alternatives • Funding Strategies 			
Recovery Operations and Transition (Months to Years)			<ul style="list-style-type: none"> • System Operations Restoration • Transition and Return to Steady State Operations 	<ul style="list-style-type: none"> • Transition from Response to Short- and Long-Term Recovery • COOP and Recovery
Evaluation and Improvement				One of the following sections: <ul style="list-style-type: none"> • Plan Development and Maintenance • Evaluation and Improvement
Appendices			<ul style="list-style-type: none"> • Inventory and Sustainability Resources and Assets • Healthcare Facility Safety Evaluation Templates/ Resources • Sample Regulatory Waiver Requests • Recovery Support Contact Information 	<ul style="list-style-type: none"> • Community Recovery Responsibilities