

PLANNING

CONTENTS

Road Map for Recovery and Annual Calendar of Activities

planning recovery throughout the year

Decision-Making Structures

examples and creation guide



JANUARY

GETTING STARTED WITH RECOVERY PLANNING

- Identify core group members that will help you champion recovery
- Meet with them individually to discuss involvement, existing plans and capacities, and willingness to contribute resources such as time and leadership

MAINTAINING READINESS

- Planning team check in with LRSF and LOE groups
- Update LRSF & LOE contact lists (should be done by the coordinator or backup of each workgroup and LRSF - if established) - has anyone changed jobs?
- Review scheduled plan updates - are there any plans that are being updated this year that involve this plan or should be informed by recovery planning?

OUTREACH & COMMUNICATION

- Establish or update communication lines and contacts for your core planning group, as well as backup contacts in case of vacation, job changes, etc.

OTHER TASKS



FEBRUARY

GETTING STARTED WITH RECOVERY PLANNING

- Identify coordinators or leads to help keep group on track
- Establish group meeting schedule and hold initial meeting to discuss leadership, priorities, and process

MAINTAINING READINESS

- Review capacities and stakeholders for each LRSF and LOE - are there any new groups in the area? Have any resources changed?
- Contact groups leading relevant plan updates to build relationships and identify collaborative goals within planning documents
- Reconvene for another round of network mapping if there are new groups in the area or if the group has grown significantly

OUTREACH & COMMUNICATION

- Discuss existing communication capacities and priorities
- Identify or confirm different communication roles - both to coordinate internal communications and to lead or coordinate public outreach and engagement
- Share information on new groups or resource providers in the area and what their recovery role will be

OTHER TASKS



MARCH

GETTING STARTED WITH RECOVERY PLANNING

- Determine collaboration and decision-making structures that will work best for your group
- Map existing resources, networks, and document group's own roles and responsibilities

MAINTAINING READINESS

- Hold a tabletop exercise with your group to walk through plans and capacities- are communications sufficient? Is everything working like it should?
- Work with subject matter experts leading other planning efforts to identify unmet needs or gaps in services that may be exacerbated by a fire (e.g. gaps in affordable housing, lack of workforce training, etc.)

OUTREACH & COMMUNICATION

- Share information on tabletop participants, what was done, and any outcomes and lessons that can be shared with the public

OTHER TASKS



GETTING STARTED WITH RECOVERY PLANNING

- Identify roles and responsibilities not filled by your core group members
- Assess gaps in networks and create recruitment plan for new organizations and/or core group members to fill gaps

MAINTAINING READINESS

- Meet with partners, LRSF and LOE groups to incorporate any changes from table top into recovery readiness documents (key stakeholders, members of LRSFs, tasks to be done by the LRSFs, documentation, etc.)
- Review financial readiness, documentation, and procurement practices
- Design a recovery resource open house (this should function as a test run for a disaster recovery center)

OUTREACH & COMMUNICATION

- Advertise recovery resource open house - message information on date, location, as well as who is involved and why people should come
- Use advertising as a way to test communication and outreach partnerships and message amplification
- Track communication efforts and work to identify any audiences that are left out or not responding to advertising

OTHER TASKS



MAY

GETTING STARTED WITH RECOVERY PLANNING

- Map out what resources the recovery network has, and what timelines those resources will be delivered on (i.e. which partners are active in which phases of recovery)
- Work with your local emergency management office to plan out activation protocols for different phases of recovery

MAINTAINING READINESS

- Hold or participate in a recovery resource open house to get the public ready for fire season and recovery
- Assess resource participation and function - how well did it run? Where were there gaps in resources? Who showed up? Did the whole community receive messages/invitations about it?
- Discuss recovery budgeting and funding availability - what is budgeted for and what is not?

OUTREACH & COMMUNICATION

- Share a recap of the resource open house as well as preparedness and recovery resources available to the public
- Invite any groups that didn't participate to be involved in the next one or to participate in recovery planning
- Identify neighborhoods or individuals that are engaging with your messaging to recruit as champions

OTHER TASKS



JUNE

GETTING STARTED WITH RECOVERY PLANNING

- If there's a fire, test communications and activation plans and note changes needed
- if there's no fire, hold a tabletop exercise to help group understand what gaps there are in planning

MAINTAINING READINESS

- Plan a social get together with recovery partners and neighborhood leaders - build relationships among your recovery network
- Work with subject matter experts from other planning efforts and past disaster costs to identify some local funding options that could reduce unmet needs and increase recovery budgets
- Work with engaged individuals to determine what neighborhood leader structure would be best fit for the community (CERT, block captains, ambassadors, etc.)

OUTREACH & COMMUNICATION

- Share updates on risk, pass along information on preparedness and safety, as well as any updates from fire departments and include information on the importance of recovery and tools for recovery planning
- Recruit neighborhood leaders or volunteers to discuss community engagement and action

OTHER TASKS



JULY

GETTING STARTED WITH RECOVERY PLANNING

- If there's a fire, test communications and activation plans and note changes needed
- If there's no fire, work on refining plans to fill gaps identified in the tabletop exercise

MAINTAINING READINESS

- Use vacation time as a way to test succession planning and backup contacts - does everyone have a backup contact? Do they know what they need to do?
- Maintain recovery readiness by staying in touch with partners, tracking vacation times, and updating contact lists
- Design program for engaging neighborhood leaders and community members in recovery planning and activity through trainings or programs such as CERT, block captains, community ambassadors, etc.

OUTREACH & COMMUNICATION

- Share information on preparedness and the importance of recovery, offer examples of people and organizations preparing,
- Share any messages and events from partners within the recovery network
- Provide updates and information on neighborhood leader programs and training design

OTHER TASKS



AUGUST

GETTING STARTED WITH RECOVERY PLANNING

- If there's a fire, test communications and activation plans and note changes needed
- If there's no fire, concentrate on data sharing and case management plans - are you working effectively across jurisdictional boundaries for restoration projects? Do you have an option for a single entry form so survivors don't have to go to multiple groups for aid? Are case managers equipped with information on the whole network of recovery resources?

MAINTAINING READINESS

- Continue planning funding pathways for local recovery - engage partners from economic planning groups, universities, and local government as needed to provide expertise
- Finalize plans for engaging neighborhood leaders in recovery programming and activities

OUTREACH & COMMUNICATION

- Share information on neighborhood leader engagement plans, recovery resources available
- Share any updates or news from partners within the recovery network

OTHER TASKS



SEPTEMBER

GETTING STARTED WITH RECOVERY PLANNING

- If there's a fire, test communications and activation plans and note changes needed
- If there's no fire, continue with data sharing and case management plans as needed, or begin working on public outreach and communications planning

MAINTAINING READINESS

- Plan field trip to local recovery site or a partner organization to learn more about operations and strengthen ties within the recovery network
- Continue work on funding proposals and identify clear pathways to action
- Engage individuals and neighborhood leaders through training, education, or other materials

OUTREACH & COMMUNICATION

- Share pictures and recap from the field trip to help people understand more about local recovery projects and organizations

OTHER TASKS



OCTOBER

GETTING STARTED WITH RECOVERY PLANNING

- If there's a fire, test communications and activation plans and note changes needed
- If there's no fire, hold another tabletop exercise to test out changes made from previous TTX. Continue community outreach and engagement planning

MAINTAINING READINESS

- Review lessons from other fires or from local activations to incorporate into recovery readiness and planning
- Make note of any resource areas that are missing or underserved in the network
- Make note of any resources the planning group needs to be effective
- Finalize financing plans
- Check in with neighborhood leaders on progress and needs

OUTREACH & COMMUNICATION

- Share information on the importance of mitigation and preparedness, reminders that recovery resources can be used when necessary, including winter storms

OTHER TASKS



NOVEMBER

GETTING STARTED WITH RECOVERY PLANNING

- If there's a fire, test communications and activation plans and note changes needed
- If there's no fire, develop recap of progress from the year to distribute to your core group

MAINTAINING READINESS

- Connect with regional partners to share information, update plans or contact information
- Plan a field trip with regional partners to understand their local recovery or to discuss lessons learned and differences or similarities in their recovery planning
- Continue implementing plans for financing recovery
- Check on neighborhood leaders and needs - help plan a chipping day or other mitigation activity if possible

OUTREACH & COMMUNICATION

- Share information on mitigation and preparedness, and reminders that recovery resources can be used when necessary, including winter storms
- Share any news from your yearly recap and celebrate your successes

OTHER TASKS



DECEMBER

GETTING STARTED WITH RECOVERY PLANNING

- If there's a fire, test communications and activation plans and note changes needed
- If there's no fire, review your action recap and identify top priorities for next year
- Celebrate your progress and partners!**

MAINTAINING READINESS

- Honor any key individuals that contributed to recovery planning and action
- Take stock of resources needed to continue recovery activities for next year
- Identify priorities for the coming year
- Identify anyone leaving the network and work with them on replacements that can be incorporated into the group in January

OUTREACH & COMMUNICATION

- Share celebrations and priorities for next year
- Congratulate neighborhood leaders on their activities
- Invite interested people to participate in recovery planning and activities

OTHER TASKS

DECISION- MAKING STRUCTURES

There are many different types and scales of authorities that will come into play during recovery. While the incident command system allows response activities to be tightly managed, the evolution of needs and varied impacts post-fire mean that decision-making authorities for planning, coordination, and implementation are distributed, and may shift over time between organizations depending on the scale and type of destruction, resources available for rebuilding, and many other factors.

Determining how recovery groups form and make decisions together is a key part of recovery readiness and will help guide how recovery unfolds.



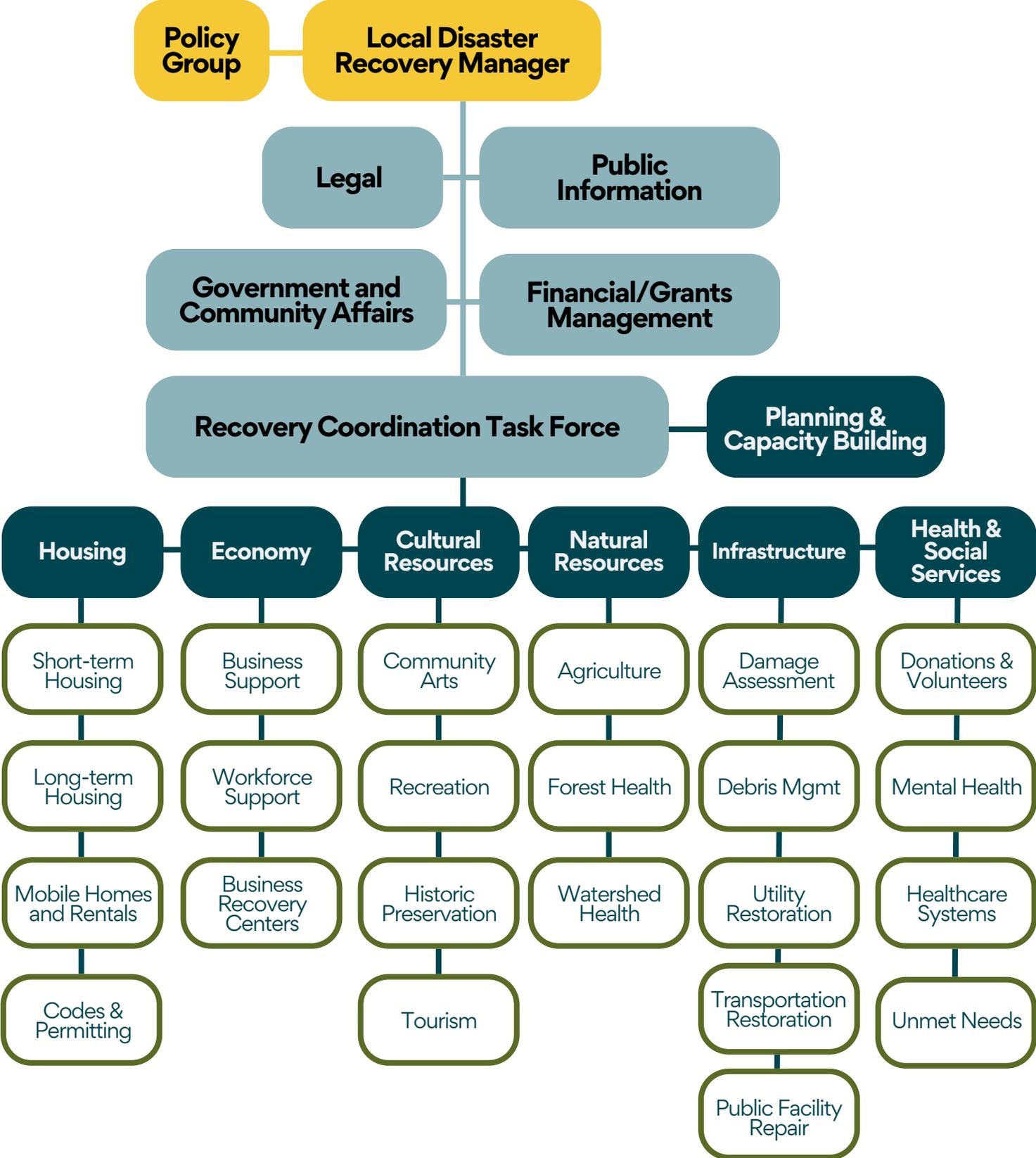
WHY THIS MATTERS



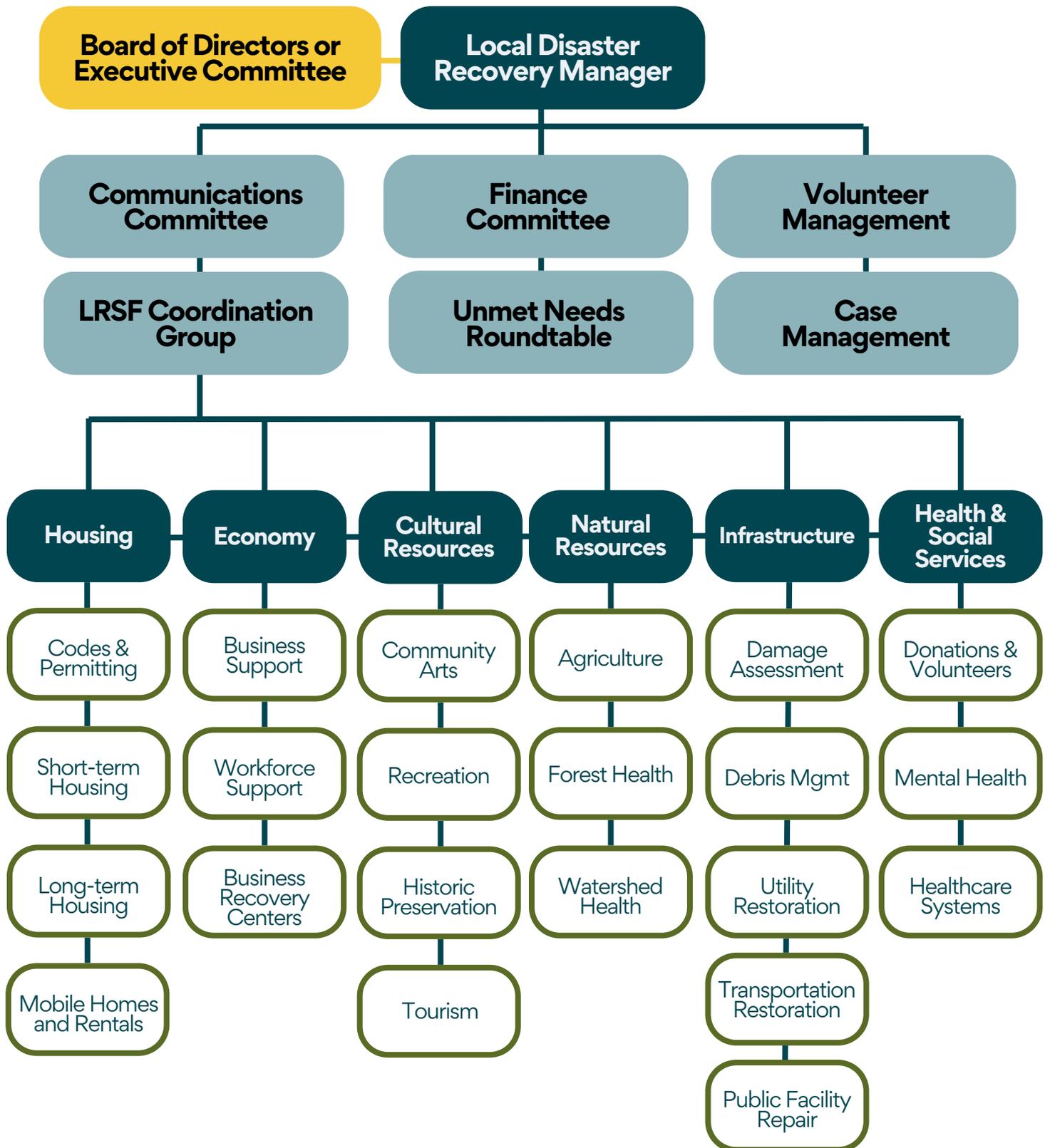
Recovery requires a million different decisions to be made, from small scale, but very impactful decisions about exactly what type of housing will be funded by the unmet needs roundtable, to large scale decisions about infrastructure repair.

The more that decision-making is discussed before a fire, the more equitable and clear resource distribution will be, the easier it will be to communicate to a traumatized audience, and the more it will maintain trust and reduce conflict between partners.

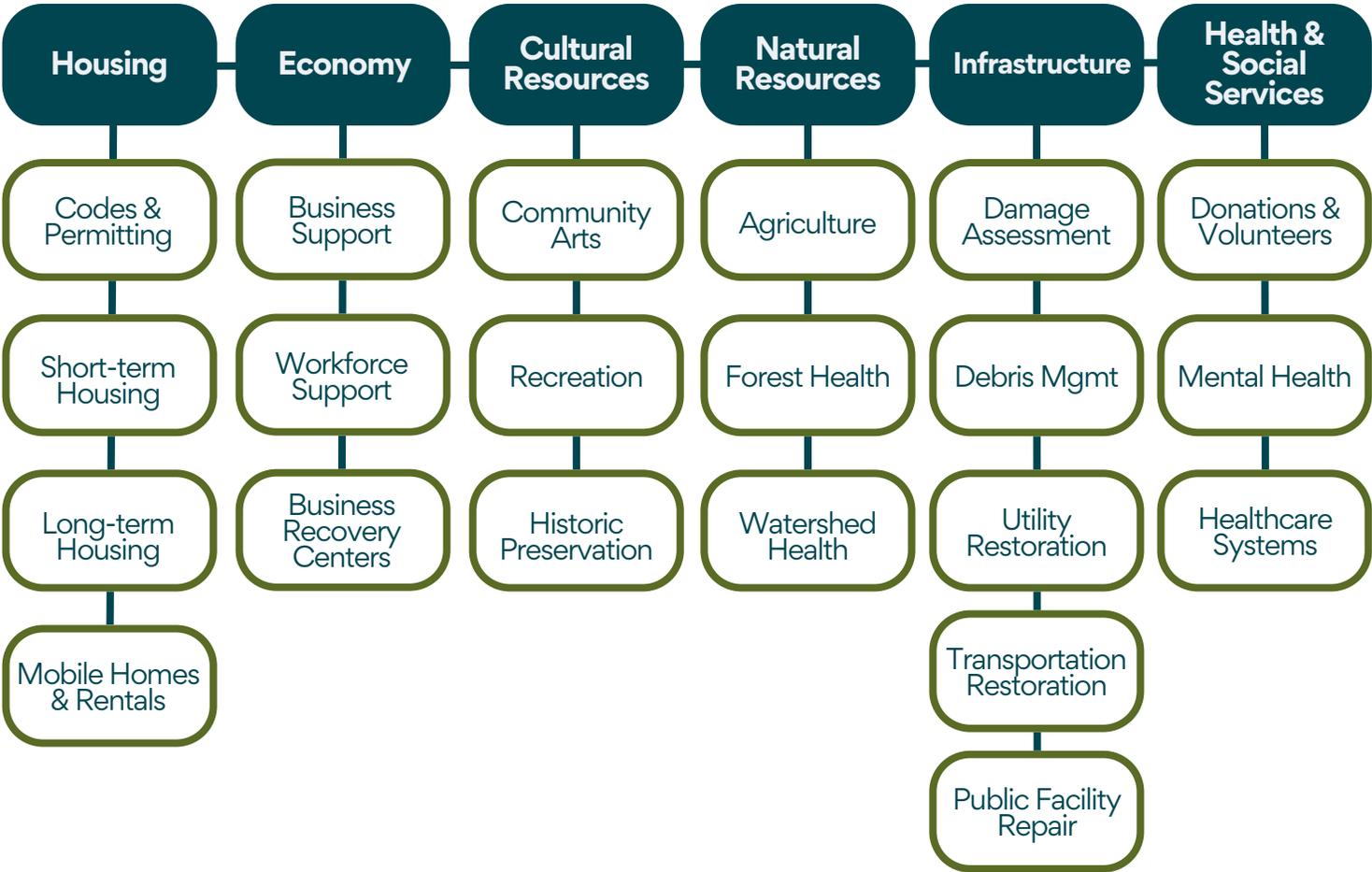
EXAMPLE RECOVERY ORGANIZATION



EXAMPLE LONG TERM RECOVERY GROUP



INFORMAL RECOVERY GROUP



CREATING YOUR OWN STRUCTURE

Are there any shared decision making structures that already work well for you and your partners? If so, can you use those as a model or a basis for recovery? If there is a clear lead agency in the group, an ICS-like structure may be appropriate. If decision-making will be shared among several or all individuals and/or organizations involved, make sure to discuss what it would mean to share decision-making. The following questions may be helpful in discussion:

Does each organization or individual involved have a clear role or area of responsibility, including services and audiences served? Is everyone aware of and in agreement on those roles and responsibilities?



How will you scale your decision-making as the incident unfolds?



How will you deal with conflict between partners?



How will you deal with gaps in services or communications?



Do you know what timeline each organization or partner activates on? How will different organizations be included in decision-making as the recovery process evolves?

A large, empty rounded rectangular box with a dark green border, intended for a handwritten response to the question above.

How will you protect people from burnout and create backup decision-making capacity?

A large, empty rounded rectangular box with a dark green border, intended for a handwritten response to the question above.