# Health and Social Services Committee Checklist

Overview

This checklist was developed as part of the North Central Texas Council of Governments Recovery Planning project in 2020. The project included development of a recovery framework guidance document, jurisdiction recovery plan template, and recovery toolkit of resources to help local jurisdictions plan for recovery. This checklist is one item included in the recovery toolkit.

Purpose

This checklist tool is intended to be used post-disaster. It can serve as a job aid to guide emergency managers and committee staff through recovery. The checklist is not exhaustive, but it outlines many of the critical activities to address recovery challenges in the area of health and social services and provides a means for tracking ongoing progress. Not all activities listed may be applicable to every disaster, but the checklist serves as a general guide to identify and prioritize recovery activities.

Use

This checklist can be edited as users see fit. The committee lead agency is responsible for compiling the status of activities and maintaining the checklist document. Updated versions should be provided to the Local Disaster Recovery Manager (LDRM) and Recovery Coordination Task Force periodically or as requested. Previous versions should be archived for future reference.

Contents

This document contains the following components:

* **Committee Roster**: This form documents when the committee and/or subcommittees were activated and maintains relevant contact information.
* **Checklists.** The checklist is divided into the following sections:
  + **Startup Activities**. These tasks should be completed by committee staff once activated and reviewed at the beginning of each planning period.
  + **Transition from Response to Recovery**. These tasks should be completed to help ensure a smooth transition from response operations to recovery. Many of these tasks focus on addressing issues that may carry over from the response phase.
  + **Short-term Recovery**. These tasks should be initiated within the first 8 weeks post-disaster. Some items will carry over into the long-term recovery phase, depending on the situation.
  + **Long-term Recovery**. These tasks will be important to consider throughout the months and possibly years following a major disaster. Because each disaster situation is different, committees should review these tasks periodically during the short-term recovery phase to determine whether they should be addressed earlier in the recovery process.

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**Health and Social Services Committee Roster**

The Health and Social Services Committee coordinates with government, private, and nonprofit providers to pool resources to support individuals, families, and children, including those with disabilities. In addition to reestablishing pre-disaster services, this Committee also works to identify community recovery needs and provide additional services to meet those needs.

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| Health and Social Services Committee |
| * Activation Date: * Committee Lead Name, Title, and Agency: * Phone and Email: * Position Reports to: Recovery Coordination Task Force |

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| Donations and Volunteer Management Subcommittee |
| * Activation Date: * Subcommittee Lead Name, Title, and Agency: * Phone and Email: * Position Reports to: Health and Social Services Committee Lead |

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| Individual and Family Management Subcommittee |
| * Activation Date: * Subcommittee Lead Name, Title, and Agency: * Phone and Email: * Position Reports to: Health and Social Services Committee Lead |

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| Public Health and Medical Services Subcommittee |
| * Activation Date: * Subcommittee Lead Name, Title, and Agency: * Phone and Email: * Position Reports to: Health and Social Services Committee Lead |

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| Schools and Academic Institutions Subcommittee |
| * Activation Date: * Subcommittee Lead Name, Title, and Agency: * Phone and Email: * Position Reports to: Health and Social Services Committee Lead |

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### Startup Activities

| **Tasks** | **Comments/Notes** | **Status** |
| --- | --- | --- |
| 1. Assign a Committee representative(s) to the Recovery Coordination Task Force. |  | Complete |
| 1. Review and update this Checklist. |  | Complete |
| 1. Obtain a situation briefing and/or special instructions from the Recovery Coordination Task Force and the LDRM:    1. Summary of the Recovery Organization and active Committees/Subcommittees    2. Involvement of outside agencies, stakeholders, and organizations    3. Review current Incident Action Plan or Recovery Action Plan    4. Clarify any issues regarding your assignment |  | Complete |
| 1. Review overall Committee objectives:    1. Manage donations and volunteers effectively.    2. Coordinate individual and family services that support recovery.    3. Ensure the needs of vulnerable populations are addressed.    4. Provide health information and medical services to disaster survivors.    5. Support education institutions as they recover.    6. Provide easily accessible recovery information and resources to the public. |  | Complete |
| 1. Brief staff on objectives and issues, including the following:    1. Size and complexity of the incident    2. Situation    3. Expectations    4. Recovery activities    5. Special concerns |  | Complete |
| 1. Determine incident objectives for the next planning timeframe and determine tactics. |  | Complete |
| 1. Activate appropriate Subcommittees, make assignments, and distribute relevant information. |  | Complete |
| 1. Prepare and submit a preliminary Committee status report to the Recovery Coordination Task Force. |  | Complete |
| 1. Conduct a meeting with staff to receive status reports to determine appropriate recovery levels, then set the time for the next briefing. |  | Complete |

### Transition from Response to Recovery

| Task | Subcommittee | Comments/Notes | Status |
| --- | --- | --- | --- |
| 1. Disseminate public health directives related to disaster impacts (e.g., boil water). | Public Health and Medical Services |  | N/A  Complete  Ongoing |
| 1. Support local healthcare providers with patient tracking and reunification efforts, if requested. | Public Health and Medical Services |  | N/A  Complete  Ongoing |
| 1. Work with local healthcare networks and providers to disseminate public messaging on the status of operations. | Public Health and Medical Services |  | N/A  Complete  Ongoing |
| 1. Support points of distribution operations initiated during the response phase and disseminate information to the public on emergency commodities distribution areas. | Public Health and Medical Services |  | N/A  Complete  Ongoing |
| 1. Coordinate with healthcare providers to establish mobile locations for providing medical assistance, if requested. | Public Health and Medical Services |  | N/A  Complete  Ongoing |
| 1. Continue mass care operations initiated during the response phase until they are no longer needed. | Individual and Family Assistance |  | N/A  Complete  Ongoing |
| 1. Identify active Voluntary Organizations Active in Disaster (VOAD) partners, share information about relief operations, and develop consistent public messaging about available support. | Individual and Family Assistance |  | N/A  Complete  Ongoing |
| 1. Disseminate information to the public on emergency commodities distribution areas for water, ice, food, hygiene and sanitation products, etc. | Volunteers and Donations |  | N/A  Complete  Ongoing |
| 1. Collaborate with local NGOs, VOAD, and faith-based communities to assist with donations management, volunteer management, and public messaging. | Volunteers and Donations |  | N/A  Complete  Ongoing |
| 1. Disseminate frequent and consistent donations management public messaging to discourage unsolicited commodities donations and redirect donors to cash donations or needed items. | Volunteers and Donations |  | N/A  Complete  Ongoing |
| 1. Evaluate the need for a local disaster fund to receive financial donations and coordinate with a local community foundation or other nongovernmental partner with the capability to serve as a central point to collect cash donations. | Volunteers and Donations |  | N/A  Complete  Ongoing |
| 1. Establish communication with childcare centers, schools, and universities in the affected area to understand the extent of physical damages and anticipated impact on operations. | Schools and Academic Institutions |  | N/A  Complete  Ongoing |
| 1. Coordinate the consolidation and/or deactivation of schools used as emergency shelters. | Schools and Academic Institutions |  | N/A  Complete  Ongoing |

### Short-term Recovery

| Task | Subcommittee | Comments/Notes | Status |
| --- | --- | --- | --- |
| 1. Support demobilization of emergency shelters, including gathering information on recovery needs of families and individuals leaving the shelter. | Individual and Family Assistance |  | N/A  Complete  Ongoing |
| 1. Stand up and manage local resource and information centers and/or support FEMA disaster recovery centers (if disaster receives federal declaration). Provide information to the public about the location of and services at the information center(s). | Individual and Family Assistance |  | N/A  Complete  Ongoing |
| 1. Provide public information on available disaster assistance programs and who may qualify through all communication channels (e.g., city/county website, social media, tv/radio, etc.). | Individual and Family Assistance |  | N/A  Complete  Ongoing |
| 1. Coordinate with local social services agencies and organizations to provide mental health services and referrals to disaster survivors. | Individual and Family Assistance |  | N/A  Complete  Ongoing |
| 1. Coordinate with local organizations that provide services to vulnerable populations (e.g., those with disabilities and access and functional needs, seniors, children, and those with limited-English proficiency) to provide relief services and disseminate information. | Individual and Family Assistance |  | N/A  Complete  Ongoing |
| 1. Ensure all service delivery areas are accessible for people with disabilities and others with access and functional needs, including information and assistance centers. Consider language issues when crafting public messaging or printed information. | Individual and Family Assistance |  | N/A  Complete  Ongoing |
| 1. Coordinate available animal care, temporary animal sheltering, and animal reunification resources through both nonprofit organizations and local governmental animal services entities. | Individual and Family Assistance |  | N/A  Complete  Ongoing |
| 1. Coordinate community door-to-door needs assessments, if necessary. | Individual and Family Assistance |  | N/A  Complete  Ongoing |
| 1. Support FEMA Disaster Recovery Centers (DRCs) if disaster receives federal declaration. Provide information to the public about the location and operations of the DRCs; the information that will be available; and that they may qualify for federal individual assistance from FEMA, SBA, and other federal programs. | Individual and Family Assistance |  | N/A  Complete  Ongoing |
| 1. Coordinate with local community NGOs and VOAD to ensure available resources are communicated with affected communities. | Individual and Family Assistance |  | N/A  Complete  Ongoing |
| 1. Ensure continuity of social services programs and coordinate with Texas Health and Human Services for additional resources. | Individual and Family Assistance |  | N/A  Complete  Ongoing |
| 1. Provide support to local school districts to maintain continuity of services, reestablish operations, and disseminate public messaging related to closures. | Schools and Academic Institutions |  | N/A  Complete  Ongoing |
| 1. Coordinate with local and state education entities to identify temporary, alternative, and/or supplemental locations for schools as needed. | Schools and Academic Institutions |  |  |
| 1. Continue donations and volunteer messaging, identify issues with unsolicited donations and volunteers, and identify strategies to redirect potential donors to cash contributions. | Volunteer and Donations Management |  | N/A  Complete  Ongoing |
| 1. Establish a local disaster fund to receive financial donations, if necessary. | Volunteer and Donations Management |  | N/A  Complete  Ongoing |
| 1. Coordinate with local VOAD for assistance with donations management, available resources, volunteer management, and public messaging. | Volunteer and Donations Management |  | N/A  Complete  Ongoing |
| 1. Engage local NGOs and faith-based organizations that can help with collecting, sorting, storing, transporting, and distributing unsolicited donations. | Volunteer and Donations Management |  | N/A  Complete  Ongoing |
| 1. Coordinate with local NGOs and VOAD members with volunteers to combine activities like training, deployment, and management. | Volunteer and Donations Management |  | N/A  Complete  Ongoing |
| 1. Continue to disseminate disaster-related public health information as needed. | Public Health and Medical Services |  | N/A  Complete  Ongoing |
| 1. Identify potential alternate or mobile locations for providing medical assistance, if requested | Public Health and Medical Services |  | N/A  Complete  Ongoing |

### Long-term Recovery

| Task | Subcommittee | Comments/Notes | Status |
| --- | --- | --- | --- |
| 1. Continue to support staffing, resources, and logistics for local information centers and/or DRCs. | Individual and Family Assistance |  | N/A  Complete  Ongoing |
| 1. Maintain ongoing relationships with VOAD, nonprofits, and faith-based organizations to coordinate recovery assistance efforts. | Individual and Family Assistance |  | N/A  Complete  Ongoing |
| 1. Work with VOAD partners to gather information on unmet needs of the community and identify strategies, programs, and resources to address them. | Individual and Family Assistance |  | N/A  Complete  Ongoing |
| 1. Provide information and referrals about available community resources and assistance to the public. | Individual and Family Assistance |  | N/A  Complete  Ongoing |
| 1. Continue donations and volunteer messaging, identify issues with unsolicited donations and volunteers, and identify strategies to redirect potential donors to cash contributions. | Volunteer and Donations Management |  | N/A  Complete  Ongoing |
| 1. Coordinate with local VOAD for assistance with donations management, available resources, volunteer management, and public messaging. | Volunteer and Donations Management |  | N/A  Complete  Ongoing |
| 1. Engage local NGOs and faith-based communities that can help with collecting, sorting, storing, transporting, and distributing unsolicited donations. | Volunteer and Donations Management |  | N/A  Complete  Ongoing |
| 1. Support operation of a local disaster fund to receive financial donations, if established. | Volunteer and Donations Management |  | N/A  Complete  Ongoing |
| 1. Collaborate with local nonprofits that routinely work with volunteers to identify potential recovery activity volunteer opportunities. | Volunteer and Donations Management |  | N/A  Complete  Ongoing |
| 1. Support local school districts’ efforts to reestablish full operations. | Schools and Academic Institutions |  | N/A  Complete  Ongoing |
| 1. Support local organizations to provide community health services, including mental health services. | Public Health and Medical Services |  | N/A  Complete  Ongoing |
| 1. Maintain effective public health outreach and communications related to recovery impacts (e.g., mold, drinking water contamination). | Public Health and Medical Services |  | N/A  Complete  Ongoing |
| 1. Monitor and maintain human and animal disease surveillance. | Public Health and Medical Services |  | N/A  Complete  Ongoing |
| 1. Identify and advocate for public-private funding to meet the physical and behavioral health needs of vulnerable populations. | Public Health and Medical Services |  | N/A  Complete  Ongoing |