# Infrastructure 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 infrastructure recovery 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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**Infrastructure Committee Roster**

The Infrastructure Committee is responsible for coordinating the repairs and restoration of essential systems and structures including roads, bridges, public transportation, rail, gas, electric, communications, and water.

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| Infrastructure Committee |
| * Activation Date:
* Committee Lead Name, Title, and Agency:
* Phone and Email:
* Position Reports to: Recovery Coordination Task Force
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| Damage Assessment Subcommittee |
| * Activation Date:
* Subcommittee Lead Name, Title, and Agency:
* Phone and Email:
* Position Reports to: Infrastructure Committee Lead
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| Debris Management Subcommittee |
| * Activation Date:
* Subcommittee Lead Name, Title, and Agency:
* Phone and Email:
* Position Reports to: Infrastructure Committee Lead
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| Utility Restoration Subcommittee |
| * Activation Date:
* Subcommittee Lead Name, Title, and Agency:
* Phone and Email:
* Position Reports to: Infrastructure Committee Lead
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|  Transportation Restoration Subcommittee |
| * Activation Date:
* Subcommittee Lead Name, Title, and Agency:
* Phone and Email:
* Position Reports to: Infrastructure Committee Lead
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| Public Facility Repair Subcommittee |
| * Activation Date:
* Subcommittee Lead Name, Title, and Agency:
* Phone and Email:
* Position Reports to: Infrastructure 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. Perform damage assessments of infrastructure assets and oversee repairs and reconstruction.
	2. Evaluate infrastructure recovery needs and required resources and capabilities.
	3. Oversee debris management.
	4. Restore mobility and critical services, including utilities and transportation.
	5. Consider long-term resiliency and the function of structures and systems during the rebuilding of public facilities and other infrastructure systems.
 |  | [ ]  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. Continue to maintain proper cost documentation processes to ensure eligibility for reimbursement.
 | All Subcommittees |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Continue damage assessments of public facilities, water and wastewater infrastructure, roads, bridges, etc. Detail damages to the extent possible.
 | Damage Assessment |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Protect public safety by identifying structures or areas for which access should be restricted.
 | Damage Assessment |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Prepare maps locating infrastructure damages, power outages, road closures, and other conditions.
 | Damage Assessment |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Identify priorities for repairs to damaged infrastructure that impedes efforts to provide entry or essential services to disaster-affected areas.
 | Damage Assessment |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Continue coordination of response phase power restoration activities and support utility companies as requested.
 | Utility Restoration |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Identify priority areas for restoration of systems that support the safety and welfare of vulnerable populations (e.g., electric, power, and water systems for hospitals and healthcare facilities).
 | Utility Restoration |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Conduct debris removal activities with appropriate equipment. Activate debris management contract (if applicable) and oversee implementation of debris removal operations by contractor for collection, disposal, and monitoring of debris.
 | Debris Management |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Conduct roadway and public right-of-way debris removal.
 | Debris Management |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Provide utility restoration timelines and service outage information to the public.
 | Utility Restoration |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Coordinate repairs and interim provisions to establish safe ingress and egress routes for response vehicles and equipment.
 | Transportation Restoration |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Provide ongoing public status updates on the accessibility of roads and bridges and a timeline for re-entry.
 | Transportation Restoration |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Conduct priority repairs to inroads for healthcare facilities and providers, supermarkets, home improvement stores, and gas stations to support continuity of supply chains and public re-entry into the area.
 | Transportation Restoration |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. If road capacity is constrained, limit access by private vehicles and/or work with local bus networks to expand public transit service and add additional routes.
 | Transportation Restoration |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Implement departmental continuity of operations (COOP)/continuity of government (COG) plans and relocate to alternate facilities, where possible, to resume essential government functions.
 | Public Facility Repair |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |

### Short-term Recovery

| Task | Subcommittee | Comments/Notes | Status |
| --- | --- | --- | --- |
| 1. Continue proper cost documentation of all infrastructure recovery efforts to ensure eligibility for reimbursement.
 | All Subcommittees |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Prepare for the arrival of state and federal agencies to conduct the joint Preliminary Damage Assessment (PDA). Provide local representatives and qualified engineers to accompany PDA teams. The local representatives are responsible for ensuring that all damaged areas, estimated repair costs, insurance entitlements, and hazard mitigation opportunities are identified.
 | Damage Assessment |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Use a Public Property Site Assessment Worksheet (DEM-25) and a map in the local assessment of infrastructure losses.
 | Damage Assessment |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Provide transportation for PDA teams. Secure large capacity vehicles that can accommodate up to six passengers.
 | Damage Assessment |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Continue utility restoration activities and provide information on utility restoration timelines, service outages, and utility payment relief programs to the public.
 | Utility Restoration |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Continue implementation of departmental COOP/COG plans as long as necessary.
 | Public Facility Repair |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Coordinate debris removal activities, including oversight of contractors.
 | Debris Management |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Provide information on proper disposal and recycling programs and processes to residents and businesses.
 | Debris Management |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Work with the Economic Committee to coordinate with private businesses that provide key parts of the supply chain, including fuel and transportation services, to identify recovery support needs.
 | Transportation Restoration |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Determine the level of insurance coverage for impacted structures.
 | Damage Assessment |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Consider alternative uses for existing transportation infrastructure, such as enabling pedestrian or bicycle transportation on roadways. Also consider working with local or state park departments to open urban trails to limited vehicular traffic while roadways are repaired.
 | Transportation Restoration |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Complete repairs to local roads through public works and contract support. Coordinate with the state department of transportation to make repairs to state roads.
 | Transportation Restoration |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Coordinate procurement and contracting for significant repairs to roads and other locally owned transportation infrastructure.
 | Transportation Restoration |  |  |
| 1. Coordinate engineering surveys of major damage, identify repair and reconstruction needs, and estimate associated costs.
 | Damage Assessment |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Complete minor repairs to facilities through existing city and county maintenance staff.
 | Public Facility Repair |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Provide ongoing updates to the public about the status of public facilities and the timeline for reestablishing operations.
 | Public Facility Repair |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Coordinate procurement and contracting for significant repairs that exceed local capabilities.
 | Transportation Restoration |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Review damage assessments of individual resources and aggregate this information to understand damage by neighborhood and asset type across the jurisdiction.
 | Damage Assessment |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |

### Long-term Recovery

| Task | Subcommittee | Comments/Notes | Status |
| --- | --- | --- | --- |
| 1. Continue proper cost documentation of all infrastructure recovery efforts to ensure eligibility for reimbursement.
 | All Subcommittees |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Coordinate Public Assistance program activities with FEMA.
 | Subcommittees as assigned |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Provide the public with periodic updates on infrastructure status until operations and services are fully restored.
 | Subcommittees as assigned |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Coordinate debris removal activities, including oversight of contractors.
 | Debris Management |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Oversee debris disposal site capacity issues.
 | Debris Management |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Coordinate with the U.S. Army Corps of Engineers and any involved state agencies responsible for clearing debris from waterways, as necessary.
 | Debris Management |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Coordinate engineering surveys of major damage, identify repair and reconstruction needs, and estimate associated costs.
 | Subcommittees as assigned |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Coordinate procurement and contracting for significant repairs that exceed local capabilities.
 | Subcommittees as assigned |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Work with the Land Use Planning and Development Committee to identify hardening and mitigation opportunities to incorporate into reconstruction plans. Consider projects included in the most up-to-date local Hazard Mitigation Plan.
 | Subcommittees as assigned |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Coordinate repairs, reconstruction, and restoration of critical utilities infrastructure. If conducting a large-scale repair program, ensure that close scrutiny of costs and quality of repairs are maintained throughout the program.
 | Utility Restoration |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Identify hardening and mitigation opportunities to incorporate into reconstruction plans. Encourage investment in redundant assets to maintain communications and supply temporary service.
 | Utility Restoration |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Coordinate repairs and reconstruction of roads and bridges. If conducting a large-scale repair program, ensure that close scrutiny of costs and quality of repairs are maintained throughout the program.
 | Transportation Restoration |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Provide ongoing public updates on the operating status of transportation infrastructure and public transit service.
 | Transportation Restoration |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Work with the Land Use Planning and Development Committee to integrate sustainable transportation strategies into recovery efforts and identify opportunities to support multi-modal transportation systems (e.g., bike lanes, expanded bus services and/or light rail, and retrofits to pedestrian crossings).
 | Transportation Restoration |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |
| 1. Manage capital projects, as needed.
 | Subcommittees as assigned |  | [ ]  N/A[ ]  Complete[ ]  Ongoing |