

**Setting up a Whole Community Long-Term Disaster Recovery Team before a Disaster  
Updated 10/25/16**

**Desired Outcomes:**

- Establish a core group of 6-10 key organizations (individuals) that will gain a basic understanding of the Disaster Recovery Process and have the knowledge and resources in hand to be able to quickly expand to a full Whole Community Long-Term Disaster Recovery Team if a disaster happens.
- This group would be contacted quarterly with new resources/training opportunities, do a practice annually as part of a disaster response drill, turning their attention past the immediate disaster response addressed by others to the longer term recovery issues that would follow.

**Suggested Participants:**

1. Local Human services Non-Profit
2. Emergency Management
3. Health Care with an emphasis on mental/emotional health
4. Faith Community Rep Faith Community
5. Chamber or Business sector
6. Local or regional Community Foundation
7. Civic Club
8. School District
9. Higher education if present in area)

**Estimated time commitment for participants:**

- 7 hours initial team orientation
- 4 hours annual meeting and exercise to maintain

**Suggested Resources to be utilized for the training process:**

- MNVOAD Long Term Recovery Manual
- Long Term Recovery materials form Association of Minnesota Emergency Managers
- Materials from Minnesota Homeland Security and Emergency Management
- Lesson Learned manual from Wadena Tornado Long Term Recovery Team
- Plans and Staff From Emergency Management
- Staff and Funds from the Initiative Foundation or other organization
- Initiative Foundation PPREP Disaster Workbook, Regional Resource section.
- Knowledge and experience of participating Organizations/Individuals

**Go to next page for Suggested Orientation Agenda**

**Draft Agenda**  
**8:00 am – 3:00 pm**

8:00 Welcome and Introductions

8:15 Desired Outcomes for the day

- Gain an understanding of likely Disasters
- Understand the Critical Incident Management process
- Understand Long Term Recovery Team Functions
- Adopt Mission Statement and Bylaws
- Review and Add to Recovery Resources
- Practice likely Disaster Scenarios
- Understand steps to maintain readiness

8:25 Why this work is important

8:35 What kind of Disasters are most likely in your area?

8:50 Overview of the Critical Incident Management process

9:10 Disasters and Long Term Recovery Overview

9:20 Break

9:30 Overview of major functions of a Long Term Recovery Team

- Donation Management
- Case Management/Coordination
- Fiscal management
- Volunteer management
- Crisis Counseling (Victims and Caregivers)
- Emotional/Spiritual Care
- Public Information/Education
- Construction/reconstruction Management

10:30 Long Term Recovery Team Mission statement review and adoption

11:00 Overview of Long Term Recovery Resources

- Federal
- State
- MNVOAD

11:30 Identifying Vulnerable Populations in your area

12:00 Lunch

## Agenda (Continued)

12:45 Asset Mapping Exercise to identify local assets

1:30 Disaster response exercise

2:45 Discussion of next steps

- Annual review, participate in exercise with emphasis on recovery
- Maintaining the Long Term Recovery Team framework
- Set annual meeting date

3:00 Adjourn