Recovery Support Function Job Aid Template

*Instructions: This document is intended to assist jurisdictions by providing considerations for the development of Recovery Support Function entity roles and responsibilities, as well as specific recovery activities. This job aid is meant to assist with recovery planning, but can be modified, as needed. The jurisdictions utilizing this job aid should conduct all recovery planning in accordance with existing plans, authorities, laws, regulations, guidance, and policy. This document is intended to serve as guidance for developing RSF annexes to a recovery plan, and it is not intended to supplant existing plans or procedures, nor replace the best judgment of those who are directly handling the recovery of the jurisdiction, following an incident.*

# Purpose

The mission of the <Insert RSF Name> Recovery Support Function (RSF) is to facilitate a recovery effort that results in a sustainable and resilient <Jurisdiction> following a significant natural or man-made disaster. The purpose of this RSF Annex is to identify the <Insert RSF Name> RSF’s specific post–disaster roles and responsibilities for recovery, and to identify recovery assistance programs.

Scope

The <Insert RSF Name> RSF’s responsibilities include working to restore the community in the aftermath of a disaster by <insert>, to include coordinating with the State and federal agencies. This RSF is activated when the <Jurisdiction’s> Recovery Plan is activated, and this applies to all agencies and departments with primary or supporting roles under this RSF (as outlined below).

# **Authorities and Policies**

* <Insert Local/State/Federal Authorities and Policies>

# **Supporting Local Programs**

* <Insert any Local programs that can provide specific support to the RSF>

# **Supporting State and Federal Programs**

* <Insert any State programs that can provide specific support to the RSF>
* <Insert any Federal programs that can provide specific support to the RSF>

The following table lists the entities that have a role in supporting the <Insert RSF Name> RSF.

*Instructions: Not every section within the table may be relevant to your jurisdiction. Modify as needed.*

Table 1: RSF Lead and Support Organizations

|  |  |  |
| --- | --- | --- |
| **Recovery Support Function (RSF)**  **Economic Recovery and Development Job Aid** | | **Recovery POC** |
| Primary Agency | <Jurisdiction> <Entity Name> | <Insert Position Name (*not person*)> |
| **RSF Subgroup** | **Subgroup Lead Agency** | **Recovery POC** |
| <Task w/in the RSF (e.g., Tourism Support within the Economic Recovery RSF)> | <Jurisdiction> <Entity Name> | <Insert Position Name (*not person*)> |
| <Task w/in the RSF> | <Jurisdiction> <Entity Name> | <Insert Position Name (*not person*)> |
| <Task w/in the RSF> | <Jurisdiction> <Entity Name> | <Insert Position Name (*not person*)> |
| **RSF Supporting Partners** | | **Recovery POC** |
| Local Partners | <Jurisdiction> <Entity Name> | <Insert Position Name (*not person*)> |
| <Jurisdiction> <Entity Name> | <Insert Position Name (*not person*)> |
| <Jurisdiction> <Entity Name> | <Insert Position Name (*not person*)> |
| <Jurisdiction> <Entity Name> | <Insert Position Name (*not person*)> |
| <Jurisdiction> <Entity Name> | <Insert Position Name (*not person*)> |
| <Jurisdiction> Long-Term Recovery Committee | <Insert Position Name (*not person*)> |
| Regional Partners | <Regional Entity Name> | <Insert Position Name (*not person*)> |
| State Partners (note: list should be modified based on the RSF) | State Recovery Support Function Leadership Group:   * Maryland Emergency Management Agency (MEMA) * Maryland Department of Commerce * Maryland Department of Housing and Development (DHCD) * Maryland Department of Natural Resources (DNR) * Maryland Department of Planning (MDP) * Maryland Department of Planning: Historical Trust * Governor’s Office of Community Initiatives (GOCI) * Maryland Department of General Services (DGS) * Maryland Department of Transpiration (MDOT) * Maryland Department of Human Resources (DHR) * Maryland Insurance Administration (MIA) * Maryland Department of Disabilities (MDOD) | Coordinator: MEMA State Recovery Lead and External Outreach Branch Manager |
| Maryland Private Sector Integration Program (PSIP) | Coordinator: <Insert Position Name (*not person*)> |
| Private/Nonprofit Partners | Maryland Voluntary Organizations Active in Disasters (VOAD) | Coordinator: <Insert Position Name (*not person*)> |
| <Insert Entity Name (e.g., Jurisdiction Chamber of Commerce)> | Coordinator: <Insert Position Name (*not person*)> |
| <Insert Entity Name (e.g., Jurisdiction Retailers’ Association)> | Coordinator: <Insert Position Name (*not person*)> |

# Organizational Chart

*Instructions: Insert your jurisdiction’s recovery organizational chart or modify the following organizational chart, as needed.*

The following figure depicts the organizational structure for the <Insert RSF Name> RSF.

Figure 1: <Insert RSF Name> RSF Organizational Chart

# Roles and Responsibilities

*Instructions: The following table is intended to capture the actions taken by each RSF Primary and Supporting entity during each of the phases of recovery. Additional sections for entities, as well as additional rows for actions organized by each phase should be added as needed.*

The following table reflects the roles, responsibilities, and actions taken by each <Insert RSF Name> RSF Primary and Supporting entity.

Note that the actions included in this checklist are *not* meant to supplant any plans or procedures, but instead are intended to provide overall guidance for pre- and post-disaster actions for the RSF Primary and Supporting entities to achieve their recovery goals and objectives. Additionally, these actions are not necessarily in sequential order, as the actions taken to support a recovery effort may vary depending on the nature and scope of the disaster. Moreover, specific tactical actions will be determined by the RSF Primary and Supporting entities.

Table 2: <Jurisdiction> RSF Actions Organized by Agency and Recovery Phase

|  |  |  |
| --- | --- | --- |
| **<Jurisdiction> <Entity Name>** | | |
| Phase | Goal/Objective/Target | Primary or Support  (P or S) |
| Short-Term |  |  |
| Intermediate |  |  |
| Long-Term |  |  |
| **<Jurisdiction> <Entity Name>** | | |
| Phase | Goal/Objective/Target | Primary or Support  (P or S) |
| Short-Term |  |  |
| Intermediate |  |  |
| Long-Term |  |  |
| **<Jurisdiction> <Entity Name>** | | |
| Phase | Goal/Objective/Target | Primary or Support  (P or S) |
| Short-Term |  |  |
| Intermediate |  |  |
| Long-Term |  |  |

Table 3: State RSF Actions Organized by Agency and Recovery Phase

|  |  |  |
| --- | --- | --- |
| **State <Entity Name>** | | |
| Phase | Goal/Objective/Target | Primary or Support  (P or S) |
| Short-Term |  |  |
| Intermediate |  |  |
| Long-Term |  |  |
| **State <Entity Name>** | | |
| Phase | Goal/Objective/Target | Primary or Support  (P or S) |
| Short-Term |  |  |
| Intermediate |  |  |
| Long-Term |  |  |
| **State <Entity Name>** | | |
| Phase | Goal/Objective/Target | Primary or Support  (P or S) |
| Short-Term |  |  |
| Intermediate |  |  |
| Long-Term |  |  |

Table 4: Private and Nonprofit Partner Actions Organized by Agency and Recovery Phase

|  |  |  |
| --- | --- | --- |
| **<Private/Nonprofit Partner Name>** | | |
| Phase | Goal/Objective/Target | Primary or Support  (P or S) |
| Short-Term |  |  |
| Intermediate |  |  |
| Long-Term |  |  |
| **<Private/Nonprofit Partner Name>** | | |
| Phase | Goal/Objective/Target | Primary or Support  (P or S) |
| Short-Term |  |  |
| Intermediate |  |  |
| Long-Term |  |  |
| **<Private/Nonprofit Partner Name>** | | |
| Phase | Goal/Objective/Target | Primary or Support  (P or S) |
| Short-Term |  |  |
| Intermediate |  |  |
| Long-Term |  |  |