

Playbook for Using PPOST for Disaster Recovery Planning:

How to Create an Initial Plan in 48 Hours for Community Recovery Operations

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Introduction

PPOST is a powerful yet simple tool to use for many applications. It lends particularly well to large disaster recovery planning. This Playbook document is a quick guide on how to use PPOST specifically for initial flood recovery planning, but other use cases can include:

- Advance planning in EOCs for all-hazards response and recovery
- Operational and Strategic program planning
- Exercises

PPOST stands for:

- **P**riority -> ID the community or organization priority
- **P**roblem -> ID any conflict with the priority
- **O**bjective -> what do you need to do to solve the problem
- **S**trategies -> how are you going to solve the problem
- **T**actics -> who is going to do what by when to solve the problem

Note that the “OST” element of PPOST aligns with the Management By Objectives (MBO) approach that is in taught in the Incident Command System (ICS).

We've added a few things to PPOST to make things a bit more operationally useful:

- **Source** - what resources are needed and how do you source/procure them
- **Org Chart** - ICS based model that's built out as you identify the Tactics
 - easily adaptable to any existing org charts or multi-agency coordination system (MACS) models
- **Budget Estimate** - developed once you have the Source info

This Playbook lays out all the steps for facilitating an initial planning session and then delivering an initial recovery plan within 48 to 72 hours. This initial plan is intended solely for identifying:

- Urgent recovery support needs
- Community recovery priorities by primary recovery sectors
 - Human Wellness
 - Housing
 - Critical Infrastructure
 - Environmental
 - Economic
 - Governance – when the seat of government is significantly impacted
- Recovery organization chart
- Initial resources required and where and how to source them
- Initial budget estimate for setting up recovery organization

This Playbook contains 4 sections.

PPOST Checklist – Conducting the PPOST Exercise for Large Disaster Recovery

- This is a step-by-step recipe or checklist on how to set up and facilitate a PPOST session

PPOST Checklist – Writing the Initial Flood Recovery Plan

- This can be used to fill in an initial flood recovery plan template

PPOST List of Community Priorities Using the BCEMS Goals

- In the absence of formal community priorities there is a list of the 8 British Columbia Emergency Management System (BCEMS) goals that are used to guide and prioritize decision making within local governments and provincial agencies. The list is included in this document and it lends well to all use cases for planning

PPOST Table for Use in Initial Planning Session

- A simple table that can be used during the initial whiteboard session and/or captured electronically

This approach can generate an initial recovery plan within 48 hours as follows:

- Day 1 – facilitate initial conversation with community
 - capture key community priorities
 - identify any problems and/or conflicts with supporting those priorities
 - set objectives for what needs to be done to address any problems or conflicts
 - set strategies for how that is going to be done
 - identify who is going to do what by when
 - create an initial org chart for the initial & long-term recovery operations
 - identify where to get the resources ie. internal assets, existing mutual aid agreements, contracts etc.
 - identify cost estimates for resources and setting up recovery organization
- Day 2 – build initial recovery plan
 - Provides initial community leaders' intent for the Recovery Manager
 - Identifies initial structure, needs, and budget for recovery operations to take to funding sources

Depending on your organization's practices, it may take another day to deliver a final product.

Ideally, PPOST is conducted early on in the response phase of the event(s) and is best suited to be delivered under the Advance Planning Unit in the EOC Planning Section. Where it resides on the organization chart, however, is not as critical as early engagement of the practice.

Ideally, the PPOST session facilitator is someone who has good operational experience and/or insights into emergency management practices and is able to understand what planning session participants are trying to say and draw out the clarity.

PPOST Checklist – Conducting the PPOST Exercise for Large Disaster Recovery

Done correctly, unless this is an incredibly complex event, this can usually be done in one day. Remember, this is about identifying the initial community priorities and helping them get the recovery team in place. As further needs assessments are done, the recovery organization will expand but that will be out of scope for this initial session. The Facilitator’s job is to help the community get its recovery planning started.

This checklist identifies a process where you identify all the priorities first, then the problems, then the objectives and so on. Another way to do it is to identify the first priority, apply the PPOST questions to that priority to completion, and then move on to the next priority. It’s up to you how you do this, and you will achieve the same result in the end.

Step 1 – Make Sure Room Is Set Up

- Tables & chairs in place
- Computer, projector & screen set up
- Whiteboard # 1 is set up with PPOST table; hand draw this
- Whiteboard # 2 is set up for the org chart; hand draw the basic ICS recovery org chart and make sure there is enough room to erase and add things as you go
- Tape up a list or handwrite on to Whiteboard # 1
 - The Recovery Sectors
 - The 8 BCEMS Goals
- Confirm who is leading the PPOST exercise and who is capturing all the notes into the PPOST table and org chart on the computer

Step 2 – Start The Exercise

- Review agenda and process for the day; confirm breaks and working lunch
- Have the community team share their description of what happened, when it happened, and what impacts it has had on their community
- Deliver short presentation to clarify what response vs recovery is, the types of support and eligible funding available, and how this PPOST exercise will help to organize the activities

Step 3 – Use PPOST to Identify Housing Problems

- Write Housing in the PPOST table Priority column
- Then ask the following question for BCEMS goal # 1
 - “What are the problems related to recovery personnel health or safety that we need to be aware of in the Housing function?”
 - Write them down in the Problems column

- Then ask the following question for BCEMS goal # 2
 - “What are the problems related to **saving lives** that we need to be aware of in the Housing function?”
 - Write them down in the Problems column
- Then ask the following question for BCEMS goal # 3
 - “What are the problems related to **reducing the suffering of community members** that we need to be aware of in the Housing function?”
 - Write them down in the Problems column
- Then ask the following question for BCEMS goal # 4
 - “What are the problems related to **protecting public health** that we need to be aware of in the Housing function?”
 - Write them down in the Problems column
- Then ask the following question for BCEMS goal # 5
 - “What are the problems related to **community infrastructure** that we need to be aware of in the Housing function?”
 - Write them down in the Problems column
- Then ask the following question for BCEMS goal # 6
 - “What are the problems related to **protecting property** that we need to be aware of in the Housing function?”
 - Write them down in the Problems column
- Then ask the following question for BCEMS goal # 7
 - “What are the problems related to **protecting the environment** that we need to be aware of in the Housing function?”
 - Write them down in the Problems column
- Then ask the following question for BCEMS goal #8
 - “What are the problems related to **reducing economic & social loss** that we need to be aware of in the Housing function?”
 - Write them down in the Problems column

Step 4 – Use PPOST to Identify Housing Objectives

- Then ask the following question for BCEMS goal # 1
 - “What do we need to do to solve the problems related to **recovery personnel health or safety** in the Housing function?”
 - Write them down in the Objectives column
- Then ask the following question for BCEMS goal # 2
 - “What do we need to do to solve the problems related to **saving lives** in the Housing function?”
 - Write them down in the Objectives column

- Then ask the following question for BCEMS goal # 3
 - “What do we need to do to solve the problems related to **reducing the suffering of community members** in the Housing function?”
 - Write them down in the Objectives column
- Then ask the following question for BCEMS goal # 4
 - “What do we need to do to solve the problems related to **protecting public health** in the Housing function?”
 - Write them down in the Objectives column
- Then ask the following question for BCEMS goal # 5
 - “What do we need to do to solve the problems related to **community infrastructure** in the Housing function?”
 - Write them down in the Objectives column
- Then ask the following question for BCEMS goal # 6
 - “What do we need to do to solve the problems related to **protecting property** in the Housing function?”
 - Write them down in the Objectives column
- Then ask the following question for BCEMS goal # 7
 - “What do we need to do to solve the problems related to **protecting the environment** in the Housing function?”
 - Write them down in the Objectives column
- Then ask the following question for BCEMS goal #8
 - “What do we need to do to solve the problems related to **reducing economic & social loss** in the Housing function?”
 - Write them down in the Objectives column

Step 5 – Use PPOST to Identify Housing Strategies

- Then ask the following question for BCEMS goal # 1
 - “How are we going to solve the problems related to **recovery personnel health or safety** in the Housing function?”
 - Write them down in the Strategies column
- Then ask the following question for BCEMS goal # 2
 - “How are we going to solve the problems related to **saving lives** in the Housing function?”
 - Write them down in the Strategies column
- Then ask the following question for BCEMS goal # 3
 - “How are we going to solve the problems related to **reducing the suffering of community members** in the Housing function?”
 - Write them down in the Strategies column

- Then ask the following question for BCEMS goal # 4
 - “How are we going to solve the problems related to **protecting public health** in the Housing function?”
 - Write them down in the Strategies column
- Then ask the following question for BCEMS goal # 5
 - “How are we going to solve the problems related to **community infrastructure** in the Housing function?”
 - Write them down in the Strategies column
- Then ask the following question for BCEMS goal # 6
 - “How are we going to solve the problems related to **protecting property** in the Housing function?”
 - Write them down in the Strategies column
- Then ask the following question for BCEMS goal # 7
 - “How are we going to solve the problems related to **protecting the environment** in the Housing function?”
 - Write them down in the Strategies column
- Then ask the following question for BCEMS goal #8
 - “How are we going to solve the problems related to **reducing economic & social loss** in the Housing function?”
 - Write them down in the Strategies column

Step 6 – Use PPOST to Identify Housing Tactics

- Then ask the following question for BCEMS goal # 1
 - “Who is going to do what to solve the problems related to **recovery personnel health or safety** in the Housing function?”
 - Write them down in the Tactics column
- Then ask the following question for BCEMS goal # 2
 - “Who is going to do what to solve the problems related to **saving lives** in the Housing function?”
 - Write them down in the Tactics column
- Then ask the following question for BCEMS goal # 3
 - “Who is going to do what to solve the problems related to **reducing the suffering of community members** in the Housing function?”
 - Write them down in the Tactics column
- Then ask the following question for BCEMS goal # 4
 - “Who is going to do what to solve the problems related to **protecting public health** in the Housing function?”
 - Write them down in the Tactics column

- Then ask the following question for BCEMS goal # 5
 - “Who is going to do what to solve the problems related to **community infrastructure** in the Housing function?”
 - Write them down in the Tactics column
- Then ask the following question for BCEMS goal # 6
 - “Who is going to do what to solve the problems related to **protecting property** in the Housing function?”
 - Write them down in the Tactics column
- Then ask the following question for BCEMS goal # 7
 - “Who is going to do what to solve the problems related to **protecting the environment** in the Housing function?”
 - Write them down in the Tactics column
- Then ask the following question for BCEMS goal #8
 - “Who is going to do what to solve the problems related to **reducing economic & social loss** in the Housing function?”
 - Write them down in the Tactics column

Step 7 – Identify Housing Resources & Potential Sources

- Confirm with the group that this event is large enough to require the core functions on the ICS org chart and draw then onto the chart as required; they are:
 - Recovery Manager
 - Public Information Officer
 - Operations Section Chief
 - Housing Branch Director
 - Wellness Branch Director
 - Critical Infrastructure Branch Director
 - Environment Branch Director
 - Economic Recovery Branch Director
 - Governance & Administration Branch Director (if required)
 - Planning Section Chief
 - Logistics Section Chief
 - Finance Section Chief
- Start with the first Housing problem and go to the Tactics column to confirm what resources are needed
- Ask the group where they might be able to source these resources
 - Internal to their community organization
 - Other organizations within the community
 - Private sector paid or contracted services, consultants etc.
 - Existing mutual aid and/or agreements with other communities & organizations
 - Resource requests to other communities & organizations
- If it is a paid or contracted service that they can source, then write the name of the contractor and sourcing or procurement information in the Source column

- If unable to source locally then write “Resource Request to INSERT APPROPRIATE ORGANIZATION NAME HERE” in the Source column
- If able to source internal to the community organization, then write “Internal to [community name & department]” in the Source column
- If able to source from another community or organization then write “Resource Request to [community or organization name]” in the Source column
- If any other source, then write it down in the Source column
- For each resource identified in the Source column, draw them into the appropriate spot on the org chart; remember that as you repeat this process for the other Recovery Sections there may well be some opportunities to combine functions on the org chart
- Take photo or scan of boards with your phone

Step 8 – Repeat Process For Wellness

- Write Wellness in the Priority column; repeat Steps 3 through 7 for Wellness asking the same questions

Step 9 – Repeat Process For Critical Infrastructure

- Write Critical Infrastructure in the Priority column; repeat Steps 3 through 7 for Critical Infrastructure asking the same questions

Step 10 – Repeat Process For Environment

- Write Environment in the Priority column; repeat Steps 3 through 7 for Environment asking the same questions

Step 11 – Repeat Process For Economy

- Write Economy in the Priority column; repeat Steps 3 through 7 for Economy asking the same questions

Step 12 – Repeat Process Governance & Administration (if required)

- If required, write Governance & Administration in the Priority column; repeat Steps 3 through 7 for Governance & Administration asking the same questions

Step 13 – Confirm Next Steps

- Summarize the day and
 - Explain the PPOST table and how it will be used in the plan
 - Explain the Org chart and how it will be used in the plan
 - Explain the process for requesting identified resources
 - Explain the process and timeline for delivering plan (max. 48 – 72 hours)
 - Ask the group if they have any final thoughts about their community recovery
 - Ask the group about the PPOST exercise and their thoughts on how it worked

PPOST Checklist – Writing The Initial Flood Recovery Plan

This checklist is to be used with the Initial Flood Recovery Plan Template. This plan writing process assumes that you have conducted the PPOST exercise and from that you have:

- The PPOST table completed
- An initial org chart developed

This template is designed to be as generic as possible, but it is absolutely important that you proofread it at least 3 times because there is always some little word or phrase overlooked that doesn't apply to the community, especially if you are using a copy from another community plan already done. Things like business practices, political structures and job titles will be different. Sometimes the flow of the sentence may not make sense, so you need to catch all this. Also, at some point legislation and funding sources may have changed so references within this plan need to reflect those. This plan is a professional product, so it needs to be accurate.

A best practice is to have one or two other people on your team read it as well. It may also be prudent to have the client community rep(s) read a draft version of it first before delivering the final version.

As you go through the document, change or document any of the content to make sure it applies specifically to the situation as it applies to the one or more communities that this initial recovery plan might be covering.

Step 1 – Create Bullet Lists from PPOST Table of Objectives to Insert Later

- Open up your PPOST table on your desktop; review it and make sure it is accurate and complete because you will be inserting it into the recovery document later
- Create a short bullet list of all tasks for the Housing function; these will be inserted into the document later
- Create a short bullet list of all tasks for the Wellness function; these will be inserted into the document later
- Create a short bullet list of all tasks for the Critical Infrastructure function; these will be inserted into the document later
- Create a short bullet list of all tasks for the Environment function; these will be inserted into the document later
- Create a short bullet list of all tasks for the Economic Recovery function; these will be inserted into the document later
- Create a short bullet list of response activities that were identified during the PPOST exercise; these will be inserted into the cover letter when submitting the plan

Step 2 – Do Initial Copy and Paste Edits

- Open up your community recovery org chart
- Open up the Initial Flood Recovery Plan Template word document
- Insert community logo on title page; add others as appropriate
- Insert date on title page
- Do a “find and replace” search for the term INSERT COMMUNITY NAME HERE and replace all with the community name
- Do a “find and replace” search for the term INSERT TITLE OF COMMUNITY ADMINISTRATOR HERE and replace with the correct job title
- Make sure function or position titles on the org chart reflect the community practices

Step 3 – Begin Reading and Editing

- Begin reading the document. Where there is any reference to INSERT, then do so as appropriate

Step 4 – Short Term Objectives

These are what were identified in the PPOST table from the exercise. Remember, that exercise is designed to identify what needs to be put in place to get the recovery started, and that the organization and plan will evolve as new needs are identified.

- In the Short Term Objectives section, modify the summary bullets to reflect what the specifics are for the community
- Insert the completed PPOST table right after the bullets

Step 5 – Medium Term Objectives

There may be some of these identified through the PPOST exercise, but usually they don't start appearing until initial scope and scale assessments and/or recommendations have been done by qualified professionals. Most of these initial assessments will likely have been done in the response phase.

- identify anything currently known that should be done within the 1 to 3 month period
- identify anything currently known that is a consideration within the 3 to 6 month period

Step 6 - Long Term Objectives

At this stage, it is likely that the community will be aware of some of the longer term recovery objectives, but they will not have been able to organize them into planning. In these early stages, there are still assessments and plans to be developed for each of the 5 recovery functions.

- identify anything currently known that is a consideration beyond the 6 month period

Step 7 – Recovery Team Structure

At this stage, because there probably is no formal recovery team in place, you can provide guidance around what that can look like. The initial org chart developed from PPOST exercise can be a good place to start. You will need to build out the org chart in a tool of your choice remembering that you will need to provide it to the community in some form that can easily edited as they move forward. Common tools can be Powerpoint or Visio, but they may have a preferred software as well.

- Build initial org chart based on what was developed during the session

Step 8 – Recovery Sectors – Housing

Some recovery guidance documents may suggest combining the Housing and Wellness functions into the same activity. They are very strongly connected but, in some cases, it may make sense initially to run them as separate branches within the recovery organization. Confirm the best initial model with the community. It can always change later.

- Confirm whether Housing and Wellness are combined or separate functions; make sure the org chart reflects this
- List specific tasks for Housing Branch

Step 9 – Recovery Sectors – Wellness

Where a community has a number of programs and/or agencies already in place with a social support mandate, you can incorporate that into this section. A common approach where there are larger numbers of impacted people is to set up a community or regional level resiliency centre. This is usually initiated by the EOC.

A resiliency centre is essentially “one stop” shopping for people who have been impacted where they can go to a single place and get access to all the support agencies and services that

they might need. The idea here is that by having this support all in one location it minimizes the time and trouble for the people that may cause additional trauma as they try to navigate the support services system.

- Confirm what wellness support organizations have been identified are combined or separate functions; make sure the org chart reflects this
- Confirm whether there is a Resiliency Centre set up for the community and/or multiple communities and/or regionally
- List specific tasks for Wellness Branch

Step 10 – Critical Infrastructure

The community EOC, in whatever form it takes, has been set up to support response activities at this stage. One of its initial response activities is to do assessments to get some sense of scope and scale of impacts to critical infrastructure (CI). This can be external CI operators like power, gas, roads, rail, telecommunications etc., and internal to the community where they have some involvement, ownership and/or oversight such as roads, water delivery systems, sewage/septic and facilities.

The private CI owners will almost certainly have been engaged in initial response to protect their assets and will be restoring their services as soon as safe to do so. Their response and recovery activities are critical to restoring those services to support the community recovery, so the recovery planning process needs to be aware of what they are doing.

The response assessments will focus on what the most pressing needs are to get things operational so that recovery operations can commence as soon as possible, and usually generate some sort of report with recommendations around what needs to be done further. These recommendations often form up the basis for the longer-term CI recovery planning but may not have been done at this stage of the initial recovery planning. If they are available, then include them.

- Confirm which critical infrastructure the community has direct responsibility for; focus initially on that which is necessary to support response activities, and return the community members to their homes as soon as safe and reasonable to do so
- Confirm what activities around initial assessments have been done, are being done, or are planned under response internally and by the external CI organizations
- List specific tasks for Critical Infrastructure Branch

Step 11 – Economic Recovery

This focuses on the economic implications for the business community at large, and not the impacts on the individual community members. Those should get picked up through the Wellness and/or Housing functions, particularly if there is a case worker model in place.

There may be business ventures that the community has some ownership in as well. The initial assessment of scope and scale of impacts is a response activity and will likely also be required if the community is seeking disaster financial support from other government and NGO sources.

- Confirm what activities around initial assessments have been done, are being done, or are planned under response
- List specific tasks for Economic Recovery Branch

Step 12 – Environmental Recovery

This focuses on larger environmental concerns that arise after the event. Examples of this can range anything from slope stability and debris flows to large (un)natural debris deposits to impacts on fisheries and wildlife habitat, to the introduction of (bio)hazardous or toxic materials. In most cases, the environmental concerns will cover a wider area and will involve a complex network of (in)directly impacted residents, land managers & governing bodies, and interest groups. In most cases it may make sense that this is managed at a regional level and the community is involved.

- Confirm what activities around initial assessments have been done, are being done, or are planned under response; create a list of all involved, what they are doing, and completion dates
- Confirm what activities the community recovery organization will be involved in and what ones are being managed by another organization; clarify the roles and responsibilities of each
- List specific tasks for Environmental Recovery Branch

Step 13 – Unmet Needs Committee

This is a process that intends to ensure that no one falls through the support cracks. It is made up of all of the supporting agencies and managed by someone on the Recovery team. They come together when a support challenge has been identified for one or more community members with a goal of identifying a solution if one can be found. At some point when all the

support systems are in place, the unmet needs committee will no longer be required.

- Create a list of any social support organizations in the community and/or within the regional area that have any mandate and services around mental and physical wellness, and housing and/or support to vulnerable populations; summarize their roles and insert in document

Step 14 – Donations Management

Donations of all kinds will start to appear. Some come from corporate donors, but many more come from well-intentioned people who think they are helping by donating things like used clothing and furniture. In both cases, donations can often start arriving without anyone having identified and communicated actual need. When that occurs, there needs to be some way of receiving, storing, organizing, and distributing the donations. Almost always, this creates an additional workload and headache when there are huge volumes of items left over after the event.

- Create a list of any organizations in the community and/or within the regional area that have any mandate and services around donations management; summarize their roles and insert in document

Step 15 – Volunteer Management

There may be a variety of volunteers who are engaged on the recovery side. Some may come from organized groups such as the NGOs, registered not-for-profits, or local service clubs and often, some are well intentioned community or area residents who just want to help. Someone needs to oversee the volunteers.

- Create a list of any social support or public benefits service organizations in the community and/or within the regional area that have any volunteer mandate and services around any of the recovery sectors; summarize their roles and insert in document

Step 16 – Other Supporting Agencies & Organizations

There can be many organizations and supporting agencies involved in recovery. This section is about identifying who they are and what they can bring to the recovery effort.

- Create a list of supporting agencies and organizations in the community and/or regional area that have services for recovery; summarize their roles and insert in document

Step 17 – Assessing Effectiveness

Some communities and/or supporting agencies will want to have some level of reporting so they can gauge the effectiveness of different activities. Things like evacuation alerts and orders affect the types of support that is available and, in some cases, may need to remain in place during recovery activities where access management is going to be required.

- Insert brief summary of current status of evacuation alerts and orders
- Insert brief summary of what areas may need to remain under order in the recovery phase, and why
- Insert a brief summary of what properties and/or areas where re-entry has occurred or is scheduled to occur, and when
- Insert a brief summary of what properties and/or areas that need to remain evacuated for a while; include the anticipated time when re-entry will occur

Step 18 – Recovery Finance

This needs to be done by someone from the finance department in the community, or someone who has good working knowledge of its practices.

- Confirm that a community staff member from the finance department is assuming the role of Recovery Finance Section Chief; if not then identify how they're filling the role
- Create list of potential recovery funding sources including a brief description and contact information
- Delete and add positions to the Recovery Staffing Support Requirements table as appropriate to the initial needs; use the monthly cost numbers to estimate unless more exact costs are known. Additional positions can be added later as additional needs become identified and the operational recovery becomes more active
- Delete and add items to the Additional Facility Support Costs estimate table as appropriate

Step 19 – Proofread Document

This is a critical step. This is a professional document that may be viewed by other organizations. A poor quality document will reflect poorly on the author and/or organization. Guidance suggests that you should read this at least 3 times, and have others read it as well. Have the client community read it as well and submit their comments. Review for:

- Accuracy of content
- Composition and spelling
- Formatting

Turn over the master copy of the document to the community when appropriate.

Reading # 1 - Content

- Highlight the entire document in yellow and begin reading for content
- As you read through the document, highlight the area you have read and edited in green; once completed clear all the highlighting
- Incorporate comments and suggestions in from other readers

Reading # 2 – Content and Formatting

- Begin your second read; highlight document in yellow, replace with green as you read/edit it and clear highlighting when completed
- Format all headings and section titles as follows:
 - Main section titles = Heading 1 setting
 - Secondary sections = Heading 2
 - Use Heading 3 for subsections if required
 - Bold main titles for contrast; secondary and subsections are optional
- Adjust any tables or images to fit
- Look at page last sentences or content; insert page break where it will clean up the flow
- Insert page numbers in bottom right-hand corner of page; toggle off “show page 1”
- Insert table of contents on first page after title page; put page break after TOC

Reading # 3 – Content and Formatting

- Begin your third read; highlight document in yellow, replace with green as you read/edit it and clear highlighting when completed
- Check that all titles are formatted consistently and correctly
- Readjust any images, tables and page breaks
- Update table of contents
- Check that table of contents is correctly linked and that the page numbers align; correct as required

Step 20 – Submit to Client

Once you are certain that your document is completed, submit it to the client community. It is their property so only they can distribute it to others. If you want to share or are requested to share, seek the permission from the community.

It is important that you give them a master word document so that they have control of future versions of their recovery plan. This should be clearly labeled, dated, and marked in bold letters “MASTER COPY DO NOT DISTRIBUTE”.

The final copy should be submitted to them in PDF format so that they can share with others easily and maintain the integrity of the plan. Advise the client to maintain the master copy and all subsequent updates as a DO NOT DISTRIBUTE copy so that they have a history of the plan’s evolution.

PPOST List of Community Priorities Using BCEMS Goals

This list can be printed and taped to the wall beside the whiteboard during the Day 1 group session, or it can be written on the whiteboard for quick reference.

(see next page)

Community Priorities Using The 8 BCEM Goals

1. provide for the safety and health of all responders
2. save lives
3. reduce suffering
4. protect public health
5. protect government infrastructure
6. protect property
7. protect the environment
8. reduce economic and social losses

PPOST Table For Use In Initial Planning Session

Community:

Date:

PRIORITY (Recovery Function)	PROBLEM (Conflict)	OBJECTIVE (What needs to be done)	STRATEGY (How it's going to be done)	TACTICS (Who is going to do it)	SOURCE (Where can it come from)
Wellness					
Wellness					
Wellness					
Wellness					
Housing					
Housing					
Housing					
Housing					
Critical Infrastructure					
Critical Infrastructure					
Critical Infrastructure					
Critical Infrastructure					
Environment					
Environment					
Environment					
Environment					
Economic Recovery					
Economic Recovery					
Economic Recovery					