



TIPS to RECOVER*

Agencies

You've made it through the storm. Now you can start the recovery process. Hopefully, minimal damages have occurred.

- Contact your leadership or emergency response team to determine next steps.
- Communicate with employees to identify when it is safe to return to work. Identify any changes to expectations.
- Survey the damages to your agency and submit insurance claims as quickly as possible.
- Work with your emergency response team to identify any necessary follow up actions, including any observations that you made during this event.
- Share the After Action Review (AAR) once it's available. Make any necessary changes to your emergency response plan.

Resources and Guidance—Employees

- Identify any damages or situations that need immediate attention.
- File insurance claims promptly (as soon as possible). Take safety measures seriously and implement them quickly.
- Pay special attention to challenges when driving in storm areas. If you have an accident, report it immediately. Remember that emergency services may be slower to respond during this phase of the event.
- Contact your leadership to identify when it is safe to return to work and any special instructions. This is an important step to maintain safety when reporting to work. If severe damage has occurred to your normal workspace or business interruption has occurred, you may need to report to an alternate worksite.

*This is basic guidance based on best practices. SORM recommends that you review your recovery plan with SORM's Continuity Coordinator for specific guidance.

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