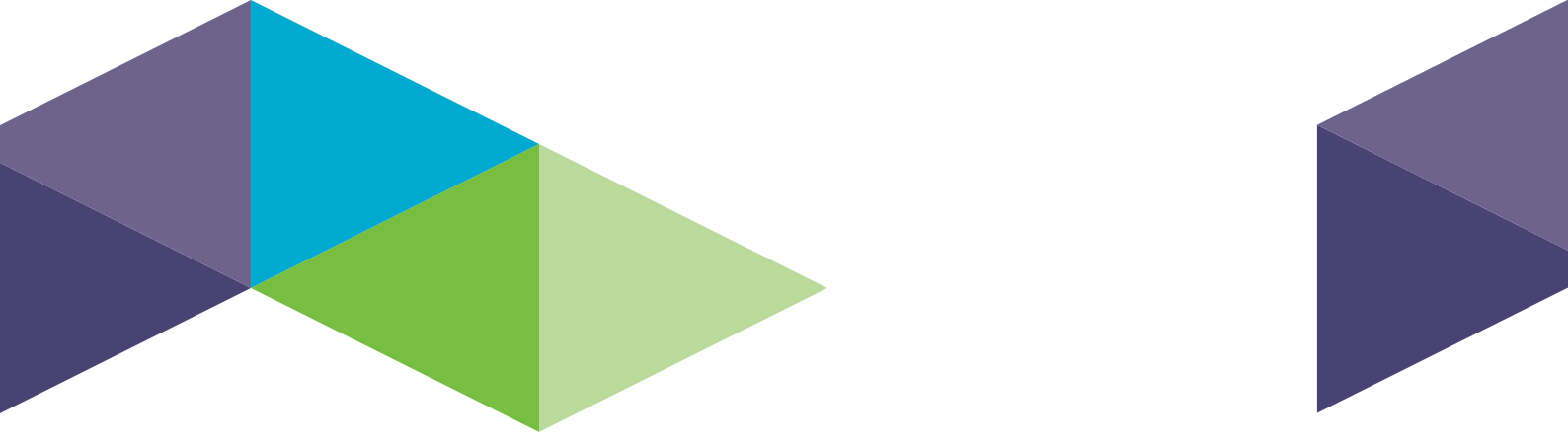


Planning and preparing for community-led disaster recovery

Workbook for community-based organisations



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How to use this workbook

This workbook was produced to be used alongside *Planning and preparing for community-led disaster recovery: A guide for community-based organisations*. It contains seven worksheets designed for local organisations to help plan and prepare for their roles in disaster recovery.

Rather than trying to complete all seven worksheets, we recommend you do those most relevant and important for you. Start by reading *Planning and preparing for community-led disaster recovery: A guide for community-based organisations*, and use it to identify which worksheets may be helpful for you.

Not all of the worksheets, or all parts of each worksheet, are relevant for all organisations. Complete the parts that are relevant to your organisation and its activities.

Before using any of the worksheets, make sure you have read the relevant section of *Planning and preparing for community-led disaster recovery: A guide for community-based organisations*

Other resources to use alongside this guide

This guide is one of a set of three resources produced in the **Planning and preparing for community-led disaster recovery** series:

- 1 A guide for community-based organisations.** This guide focuses on helping locally-based organisations understand and prepare for supporting their community through disaster recovery.
- 2 Practical worksheets (this workbook).** This set of worksheets provides practical worksheets you can use to plan for your organisation's role in disaster recovery processes.
- 3 A guide for funders, large organisations and others seeking to enable and support local organisations in disaster recovery.** This guide examines how funders and non-local organisations can enable and support local organisations as part of their work in disaster recovery.

Four reports were also produced as part of the *Community resilience, wellbeing and recovery* project – these are listed at the end of this report.

WORKSHEET 1

Disaster recovery and resilience roles: evaluating where you can contribute

On the following pages is a list of the roles small community organisations told us they have done in disasters. Tick the ones your organisation does or that you might be able to do. When ticking this, think carefully about:

- Is this 'core business' for your organisation?
- Do staff and volunteers have the training and skills needed?
- Do you need additional resources like meeting rooms, storage, cooking facilities? Where can you access these?
- How long would you be able to do this in addition to your day to day activities without additional resourcing?
- What additional resources would you need to do this for anything from several months to several years after a disaster occurs?
- Do other organisations in your local area do this? Are they better placed than you? Can you partner with them?

	Have you done this in the past?	Would you do this in future?	Who else does this in your local area? Do you need to make contact with them? Are they better placed than you to do it?	What resources would help you do this (\$\$\$, equipment etc.)? How long could you do this without additional resourcing?
Referring. Referring people who approach you to appropriate services and supports. This means when you are approached by people needing assistance, you help guide them to where they may find it	Yes, as one of our formal roles Yes, but informally No	Yes – it's part of our core role No – not well placed to do this, even if had extra resources Maybe – would need extra funding/ resources		
Connecting. Helping disaster relief and recovery organisations connect to local people who may benefit from their assistance	Yes, formal role Yes, informally No	Yes – it's part of our core role No – not even with resources Maybe – would need funding/ resources		
Communicating with specific groups. You may be asked to help reach out and communicate with the groups of people you work with, particularly those who are at-risk, vulnerable, or unlikely to engage with 'mainstream' disaster communication	Yes, formal role Yes, informally No	Yes – it's part of our core role No – not even with resources Maybe – would need funding/ resources		

	Have you done this in the past?	Would you do this in future?	Who else does this in your local area? <i>Do you need to make contact with them? Are they better placed than you to do it?</i>	What resources would help you do this (\$\$\$, equipment etc.)? <i>How long could you do this without additional resourcing?</i>
Advocating. Advocating for the needs of specific groups of people your organisation works with and for, or for the needs of animals or environmental health	Yes, formal role Yes, informally No	Yes – it's part of our core role No – not even with resources Maybe – would need funding/ resources		
Networking. Networking, e.g. helping different organisations providing disaster recovery support to connect, communicate, and collaborate with each other	Yes, formal role Yes, informally No	Yes – it's part of our core role No – not even with resources Maybe – would need funding/ resources		
Coordinating. Coordinating disaster recovery activities, e.g. organising which organisations will provide what, how to direct funding and support to those who need it	Yes, formal role Yes, informally No	Yes – it's part of our core role No – not even with resources Maybe – would need funding/ resources		

	Have you done this in the past?	Would you do this in future?	Who else does this in your local area? <i>Do you need to make contact with them? Are they better placed than you to do it?</i>	What resources would help you do this (\$\$\$, equipment etc.)? <i>How long could you do this without additional resourcing?</i>
Helping people apply for support. Helping people impacted by disaster to apply for support, e.g. you might help them complete forms, go to a service with them, provide language translation assistance	Yes, formal role Yes, informally No	Yes – it's part of our core role No – not even with resources Maybe – would need funding/resources		
Providing information. Providing information during and after disaster, e.g. about types of support available, meeting places, evacuation centres, road closures, locations people can go to seek support	Yes, formal role Yes, informally No	Yes – it's part of our core role No – not even with resources Maybe – would need funding/resources		
Meeting/gathering place. Providing a meeting or gathering place for community members	Yes, formal role Yes, informally No	Yes – it's part of our core role No – not even with resources Maybe – would need funding/resources		

	Have you done this in the past?	Would you do this in future?	Who else does this in your local area? <i>Do you need to make contact with them? Are they better placed than you to do it?</i>	What resources would help you do this (\$\$\$, equipment etc.)? <i>How long could you do this without additional resourcing?</i>
Psychosocial support. Providing psychosocial support e.g. helping people manage daily tasks, make social connections, complete forms, undertake work or study, or participate in the community in a range of ways	Yes, formal role Yes, informally No	Yes – it's part of our core role No – not even with resources Maybe – would need funding/resources		
Case management. Supporting people to access a range of supports from different agencies and organisations and advocating for them as a case manager	Yes, formal role Yes, informally No	Yes – it's part of our core role No – not even with resources Maybe – would need funding/resources		
Mental health support. Providing formal mental health support e.g. counselling, crisis support, clinical supervision	Yes, formal role Yes, informally No	Yes – it's part of our core role No – not even with resources Maybe – would need funding/resources		

	Have you done this in the past?	Would you do this in future?	Who else does this in your local area? Do you need to make contact with them? Are they better placed than you to do it?	What resources would help you do this (\$\$\$, equipment etc.)? How long could you do this without additional resourcing?
Education. Providing education, training, skills building	Yes, formal role Yes, informally No	Yes – it's part of our core role No – not even with resources Maybe – would need funding/ resources		
Food preparation. Preparing meals (you may distribute these, or they may be distributed by another organisation)	Yes, formal role Yes, informally No	Yes – it's part of our core role No – not even with resources Maybe – would need funding/ resources		
Food and water distribution. Distributing food and water (e.g. a pantry service, distributing pre-prepared meals)	Yes, formal role Yes, informally No	Yes – it's part of our core role No – not even with resources Maybe – would need funding/ resources		
Accommodation. Providing or helping people find accommodation	Yes, formal role Yes, informally No	Yes – it's part of our core role No – not even with resources Maybe – would need funding/ resources		

	Have you done this in the past?	Would you do this in future?	Who else does this in your local area? <i>Do you need to make contact with them? Are they better placed than you to do it?</i>	What resources would help you do this (\$\$\$, equipment etc.)? <i>How long could you do this without additional resourcing?</i>
Distributing other goods. Sourcing and distributing goods other than food and water, e.g. clothing, household goods. This often also involves identifying needs and helping source goods	Yes, formal role Yes, informally No	Yes – it's part of our core role No – not even with resources Maybe – would need funding/resources		
Providing volunteers. Providing volunteers to help with rebuilding activities such as fencing, cleaning	Yes, formal role Yes, informally No	Yes – it's part of our core role No – not even with resources Maybe – would need funding/resources		
Wildlife care or animal welfare. Supporting wildlife and animals in your local region	Yes, formal role Yes, informally No	Yes – it's part of our core role No – not even with resources Maybe – would need funding/resources		

	Have you done this in the past?	Would you do this in future?	Who else does this in your local area? <i>Do you need to make contact with them? Are they better placed than you to do it?</i>	What resources would help you do this (\$\$\$, equipment etc.)? <i>How long could you do this without additional resourcing?</i>
Natural resource management. Engaging in action to help restore environmental health in your area, including health of land, vegetation, waterways, and other areas	Yes, formal role Yes, informally No	Yes – it's part of our core role No – not even with resources Maybe – would need funding/resources		
Other roles. The list above represents just some of the roles local organisations have in disaster. What other roles might you have?				

WORKSHEET 2

Local and non-local organisations: planning to work together

This worksheet lists organisations that may be

- (i) already present in your community, or
- (ii) may enter your community after disaster.

Many of these are organisations you may think you have little in common with and are unlikely to ever connect to. Many of the local organisations we spoke to told us that they were often surprised who they ended up working with and who was most useful. The table gives a list of the types of things people told us different organisations helped them out with – but it's probably just scratching the surface.

Challenge yourself to find out more about the other organisations in your area and whether they provide services and supports that align with yours. Use this to make a priority list for contacting and developing connections with other organisations.

Type of organisation & services/ supports we know they sometimes provide (this is not an exhaustive list)	How could this organisation and yours work together or connect? This might be as simple as you being able to refer people to this organisation, or them referring people to you – or it could involve more direct collaboration. Try to write something even if you don't think you're likely to work with this organisation – the point of this exercise is to think about relationships and collaborations you might not otherwise identify.	How good is your current relationship? If disaster hit tomorrow, are you able to pick up the phone and 'hit the road running' by working with them?	Next actions
Local government We can't even begin to list the wide range of roles and services local government have before, during and after disasters. They often act as coordination hubs – it's critical they know what you do, and you know what they do	Write your answer here (e.g. referring clients, accessing spaces, getting permits, getting information):	They probably don't know who we are Don't have any contact Sort of know who people are but don't know them personally Have occasional contact In regular contact but don't talk about disaster related work In regular contact and have a plan for working together in disaster (e.g. referrals, services)	Find out more about these groups/orgs Make initial contact Touch base to check contacts are still current Plan a meeting to talk about how you could work together Other
Local community service organisations, e.g. Rotary, Lions, multicultural centre, local community pantry, Men's Shed, local churches who provide community outreach, and many others	Write your answer here (e.g. donating use of storage space, donating goods, providing services):	They probably don't know who we are Don't have any contact Sort of know who people are but don't know them personally Have occasional contact In regular contact but don't talk about disaster related work In regular contact and have a plan for working together in disaster (e.g. referrals, services)	Find out more about these groups/orgs Make initial contact Touch base to check contacts are still current Plan a meeting to talk about how you could work together Other

Type of organisation & services/ supports we know they sometimes provide (this is not an exhaustive list)	How could this organisation and yours work together or connect? This might be as simple as you being able to refer people to another organisation, or them referring people to you – or it could involve more direct collaboration. Try to write something even if you don't think you're likely to work with this organisation – the point of this exercise is to think about relationships and collaborations you might not otherwise identify.	How good is your current relationship? If disaster hit tomorrow, are you able to pick up the phone and 'hit the road running' by working with them?	Next actions
Local charities and social service providers	Write your answer here (e.g. donating use of storage space, donating goods, providing services):	They probably don't know who we are Don't have any contact Sort of know who people are but don't know them personally Have occasional contact In regular contact but don't talk about disaster related work In regular contact and have a plan for working together in disaster (e.g. referrals, services)	Find out more about these groups/orgs Make initial contact Touch base to check contacts are still current Plan a meeting to talk about how you could work together Other
Local businesses, local chamber of commerce Businesses are often impacted significantly by disaster and are also important sources of support for communities. Cafes provide informal meeting hubs, businesses extend credit, local shopkeepers identify people in need and want to know who they can refer them to for help	Write your answer here (e.g. donating use of storage space, donating goods, maintaining a directory of local contacts):	They probably don't know who we are Don't have any contact Sort of know who people are but don't know them personally Have occasional contact In regular contact but don't talk about disaster related work In regular contact and have a plan for working together in disaster (e.g. referrals, services)	Find out more about these groups/orgs Make initial contact Touch base to check contacts are still current Plan a meeting to talk about how you could work together Other

Type of organisation & services/ supports we know they sometimes provide (this is not an exhaustive list)	How could this organisation and yours work together or connect? This might be as simple as you being able to refer people to another organisation, or them referring people to you – or it could involve more direct collaboration. Try to write something even if you don't think you're likely to work with this organisation – the point of this exercise is to think about relationships and collaborations you might not otherwise identify.	How good is your current relationship? If disaster hit tomorrow, are you able to pick up the phone and 'hit the road running' by working with them?	Next actions
NGOs specialising in disaster recovery, e.g. Red Cross, Salvation Army, Blaze Aid, GIVIT	Write your answer here (e.g. specialist advice, referrals, funding):	They probably don't know who we are Don't have any contact Sort of know who people are but don't know them personally Have occasional contact In regular contact but don't talk about disaster related work In regular contact and have a plan for working together in disaster (e.g. referrals, services)	Find out more about these groups/orgs Make initial contact Touch base to check contacts are still current Plan a meeting to talk about how you could work together Other
State and Federal government agencies who may work in disaster recovery or provide specific services that you may need to refer clients to, or who may refer people to you, e.g. Service NSW, Resilience NSW, Local Land Services	Write your answer here (e.g. specialist advice, referrals, funding):	They probably don't know who we are Don't have any contact Sort of know who people are but don't know them personally Have occasional contact In regular contact but don't talk about disaster related work In regular contact and have a plan for working together in disaster (e.g. referrals, services)	Find out more about these groups/orgs Make initial contact Touch base to check contacts are still current Plan a meeting to talk about how you could work together Other

Type of organisation & services/ supports we know they sometimes provide (this is not an exhaustive list)	How could this organisation and yours work together or connect? This might be as simple as you being able to refer people to another organisation, or them referring people to you – or it could involve more direct collaboration. Try to write something even if you don't think you're likely to work with this organisation – the point of this exercise is to think about relationships and collaborations you might not otherwise identify.	How good is your current relationship? If disaster hit tomorrow, are you able to pick up the phone and 'hit the road running' by working with them?	Next actions
Local sports, hobby and volunteer groups	Write your answer here (e.g. donating use of storage space, donating goods, providing services):	They probably don't know who we are Don't have any contact Sort of know who people are but don't know them personally Have occasional contact In regular contact but don't talk about disaster related work In regular contact and have a plan for working together in disaster (e.g. referrals, services)	Find out more about these groups/orgs Make initial contact Touch base to check contacts are still current Plan a meeting to talk about how you could work together Other

WORKSHEET 3

Building cross-organisation networks

Are there existing networks of organisations in your local community that work together on disaster preparation, response, rebuilding and recovery?

Yes

No

Unsure

How can I find out if I'm unsure?

Try contacting the following organisations, who may know:

- Your local government
- Local branches/stations of emergency response organisations (fire fighting, ambulance, state emergency services)
- Local branches of NGOs such as the Salvation Army, St Vincent de Paul
- State government organisations such as Resilience NSW, local staff of Service NSW

If there is an existing network, get in touch and find out what they do. Do they have meetings to discuss and make plans for disaster response, recovery and rebuilding? Are they active or inactive? Consider whether you can contribute to the network, and make sure they are aware of your organisation and the types of roles you have during and after disasters.

Even if there is an existing network in your community, it won't necessarily include all the organisations you are likely to connect with during and after a disaster. It's important to identify which organisations you are likely to need to have relationships with to be able to operate effectively and help community members during and after disasters. Worksheet 4 helps you identify these organisations.

WORKSHEET 4

Developing your contact directory

This worksheet prompts you to think about the organisations you might want to make contact with in your local area and identify (i) key contacts and (ii) ways you may want to interact with the organisation to prepare for disaster recovery communication and collaboration.

Organisation	Organisation name & ways you might interact with the organisation during/ after disaster <i>Not sure? Use the suggestions on the right</i>
Local government/s	
Local community Facebook groups or other online community groups	
Local service organisations (Rotary, Lions, APEX, CWA, etc.)	
Local counselling & medical services	
Local charities and non-government organisations, such as a Men's Shed, St Vincent de Paul, Salvation Army	
State government agency, e.g. Re-silience NSW, Service NSW, Family & Community Services	
Federal government agency, e.g. local Centrelink	
Local organisations with buildings and facilities such as meeting rooms, kitchens, camps etc	
Large organisations that don't have a local presence but may work with you in a disaster, e.g. GIVIT, Foodbank Australia, Red Cross	
Others (there are likely to be many)....	

Information sharing

Could they help promote events or activities you are doing, or could you do this for them?

Referrals/ identifying potential people in need

Could they refer potential clients to you, or you to them?

Access to practical resources, e.g. facilities, funding

Can they provide access or give permits to use facilities such as storage, cooking?

Partnering/ working together to provide services

Do they provide services similar/ complementary to those your organisation provides?

WORKSHEET 5

Developing robust consent, referral and information sharing protocols

The template in this section is designed to help you plan what you need to include in your consent and privacy systems. It focuses on issues relevant to managing these during and after disaster and should be used in conjunction with appropriate legal advice to develop your processes. The template below does not give you legal advice but helps you identify the things you need to consider when developing forms and processes for gaining consent to store and share information and when sharing information with other organisations.

You should always seek appropriate legal advice regarding consent, referral and information sharing processes. We know that can be challenging, particularly for small not-for-profit organisations that have limited resources to seek legal assistance. However, we also know that many not-for-profits find it invaluable to reach out for legal advice – it can save a lot of problems later on. Consider:

- Contacting local legal service providers and asking if they would consider providing you with pro bono legal support through reviewing your forms, templates and processes
- Seeking advice from national organisations who help connect not-for-profits to free legal advice, such as Justice Connect

Justice Connect provides access to free advice for not-for-profit organisations (<https://justiceconnect.org.au/>) and a range of resources for not-for-profit organisations via the 'Not-for-profit law' website (<https://www.nfplaw.org.au/>). Information available at the latter includes information specifically designed for not-for-profits operating in different Australian states and territories, including information on managing privacy and data security.

The questions on this and the next page ask you to answer a series of questions to help you plan what needs to be included in your consent, referral and information sharing protocols.

Developing robust consent, referral and information sharing protocols

When do you currently ask people to provide the following types of information? · Name, address, contact details · Emergency contacts · Types of loss/impact experienced in disaster · Income or financial assets · Support needs · Other personal information	When do you ask for this type of information (e.g. when a client completes form, in face to face interview)	Do you currently ask for consent to share information with others when you collect that information? Yes No Yes No Yes No Yes No
--	--	---

What types of information might you want to be able to share?

Your consent form might ask to share all types of information, or might ask separately for consent to share name and contact details versus information on impacts or support needs.

What organisations might you wish to be able to share information with?

List organisations here. For each, consider whether you should list it specifically when asking for consent to share information on forms etc., or whether you can include it under a 'catch all' such as 'government agencies providing disaster support' or 'non-government organisations providing disaster support'

Will you put an end date on consent to share?

For example, when a disaster has just occurred, there may be a short-term need for information sharing – but not a long-term one. Consider putting a time limit on consent, such as people giving permission for information to be shared for up to 6 months or 12 months only. After that point, if you want to share information, you will need to renew consent by contacting the person and checking if they want to extend their consent for a longer period of time.

How will you record consent information and ensure staff and volunteers can access it while protecting privacy?

What ways will you provide a copy of consent information to clients, including information on what they have consented to and how they can change that consent?

How will you record information sharing that has occurred?

It's a good idea to have a file in which you note the date and type of information shared and what organisation it was shared with.

How will clients be able to change their consent?

You need to make it as easy as possible for a person to change their consent. Ideally, provide a phone number or email they can use and a reference number they can provide that connects easily to their records.

WORKSHEET 6

Planning to support staff and volunteers

This worksheet helps you think through the types of support you should plan to put in place for your staff and volunteers. For each type of support, evaluate whether you should put this in place and how you can organise access to this type of support.

	Which of your staff and volunteers need this? Which will it work well for – and which won't it work for?	Where can you access this?
Training and skills building What training and skills building will help your staff and volunteers? Make plans for regular training and refresher sessions in things such as • Accidental Counsellor • Recognising signs of burnout • Recognising signs of vicarious trauma • Handling difficult clients		Local providers: Online courses: Other specialist expert who does training (online or in person): In house (staff train other staff and volunteers)
Employee assistance program, access to counselling		Local providers: Non-Local providers:

	Which of your staff and volunteers need this? Which will it work well for – and which won't it work for?	Where can you access this?
Peer support networks		Are there existing peer support networks? Who could your organisation collaborate with to develop a peer support network?
Debriefing sessions with other staff		How often? How will you run sessions, e.g. in person, online, by phone?
Supervisor check-ins		How often? How will you run sessions, e.g. in person, online, by phone?
Clinical supervision		Local providers: Non-local providers:
Recognising staff and volunteers Feeling recognised for the work you do is important for staff and volunteers. Plan how you will recognise the work of staff and volunteers. There are some great checklists online that provide many good ideas. Common examples are given on the next page.	What ways will you recognise staff and volunteers?	

Checklist of ideas for recognising the efforts of staff and volunteers:

Say thank you – verbally, in an email, in a card, or in a formal letter of thanks

Recognise contributions with certificates

Provide references

Give staff and volunteers a voice in decisions that affect them

Nominate staff and volunteers for local, state and national recognition

Provide clothing, badges, etc. that help your staff and volunteers be recognised and appreciated

Offer training and development opportunities

Create a 'staff and volunteers' tab on your website or social media and share (with permission) stories and profiles of staff and volunteers

Social events

Gifts for milestones such as long service or specific achievements

Where possible, cover expenses, and recognise any instances where staff and volunteers cover their own expenses

Volunteer suggestion boxes

Share information on the impact the efforts of staff and volunteers have.

Want more ideas? Check out these great resources on recognising volunteers

- **Volunteers Australia**

<https://www.volunteeringaustralia.org/resources/recognition/#/>

- **Not-for-profit people**

<https://nfppeople.com.au/2013/05/101-ways-to-recognise-your-volunteers/>

WORKSHEET 7

Identifying and accessing practical resources

The next page lists a number of practical resources you may need to deliver services and supports as part of disaster response or recovery. For each resource you are likely to need, consider whether you could access it through:

- **Sharing:** Finding other organisations who already have these resources and developing an agreement to share their resources (e.g. to use their facility to store donated goods or their kitchen to cook meals). This might be an NGO, a church, a community centre, or a local business such as a school camp facility, to give a few examples.
- **Borrowing:** Borrowing equipment or spaces from someone who may have it available when disaster hits. If you plan to do this, make sure you identify what types of permits, insurance, or approvals you may need to be able to use these resources.
- **Donation:** You can ask for donations of some types of resources – whether from local businesses or from charities or philanthropic organisations. Sometimes, having a clear ask for practical resources can help the many people outside your community to focus on helping out by getting you the things you need (and reduce the risk of receiving donations of the things you don't need).
- **Hiring:** It's often hard to hire equipment that is needed after disaster – everyone's often trying to hire the same gear, and there's not much of it around. However, sometimes some synergies happen. For example, hire car companies may struggle due to a downturn in tourism: you may be able to help them out by having a hire agreement for increased transport your staff and volunteers need.
- **Buying:** Buying equipment and resources is always tempting – but can come with more costs than just the purchase price. Make sure you can afford ongoing costs of storage, maintenance, permits, inspections, registration fees, etc.

Identifying and accessing practical resources

	Will you need this?	Can you access this by				
Cold storage facilities		Sharing	Borrowing	Donation	Hiring	Buying
Storage facilities – other		Sharing	Borrowing	Donation	Hiring	Buying
Sorting or packing space		Sharing	Borrowing	Donation	Hiring	Buying
Meeting rooms		Sharing	Borrowing	Donation	Hiring	Buying
Mixed-use spaces, e.g. a shared space residents can use to gather		Sharing	Borrowing	Donation	Hiring	Buying
Cooking/kitchen facilities		Sharing	Borrowing	Donation	Hiring	Buying
Accommodation facilities for impacted residents or for additional volunteers/staff who may come to help your organisation		Sharing	Borrowing	Donation	Hiring	Buying
Outdoor areas for campgrounds, delivering supports		Sharing	Borrowing	Donation	Hiring	Buying
Power generators to use as primary or backup power		Sharing	Borrowing	Donation	Hiring	Buying
Food, water, clothing for staff or volunteers		Sharing	Borrowing	Donation	Hiring	Buying
Transportation, e.g. increased availability of cars for delivery of good		Sharing	Borrowing	Donation	Hiring	Buying
Mobile phones for a larger workforce of volunteers/staff to use, or covering costs of their use of their own mobile devices		Sharing	Borrowing	Donation	Hiring	Buying
Other mobile internet-enabled devices such as tablets		Sharing	Borrowing	Donation	Hiring	Buying
Other telecommunications equipment or systems		Sharing	Borrowing	Donation	Hiring	Buying
Other equipment, e.g. lights, heating, machinery, lights		Sharing	Borrowing	Donation	Hiring	Buying

For each of the resources you ticked on the previous page, complete the following table to plan what actions you might need to take to ensure you can access these additional resources during or after a disaster.

Resource	Where will you access this? e.g. write in name of building to be hired/ accessed, organisation you will work with, business that may agree to supply you with goods or facilities	Do you need to organise approval/ permission from local government or another organisation to access this resource?	Do you need to develop an agreement with other organisations that allows you to use the facility/ resource in times of disaster? e.g. a local church or other NGO may agree to make meeting rooms or cooking facilities available for your use
		Yes – have approval Yes – need to apply Unsure No	Yes – agreement in place Yes – need to develop Unsure No
		Yes – have approval Yes – need to apply Unsure No	Yes – agreement in place Yes – need to develop Unsure No
		Yes – have approval Yes – need to apply Unsure No	Yes – agreement in place Yes – need to develop Unsure No
		Yes – have approval Yes – need to apply Unsure No	Yes – agreement in place Yes – need to develop Unsure No
		Yes – have approval Yes – need to apply Unsure No	Yes – agreement in place Yes – need to develop Unsure No
		Yes – have approval Yes – need to apply Unsure No	Yes – agreement in place Yes – need to develop Unsure No

Resources and reports you can access from this project

This guide is one of seven resources and reports were produced as part of the *Community resilience, wellbeing and recovery* project:

Schirmer, J. and Dare, L. 2021. Planning and preparing for community-led disaster recovery: A guide for community-based organisations. Guide produced as part of the *Community resilience, wellbeing and recovery* project. Mental Health Commission of NSW, NSW Council of Social Service, and University of Canberra.

Schirmer, J. and Dare, L. 2021. Planning and preparing for community-led disaster recovery: Practical worksheets. Report produced as part of the *Community resilience, wellbeing and recovery* project. Mental Health Commission of NSW, NSW Council of Social Service, and University of Canberra.

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