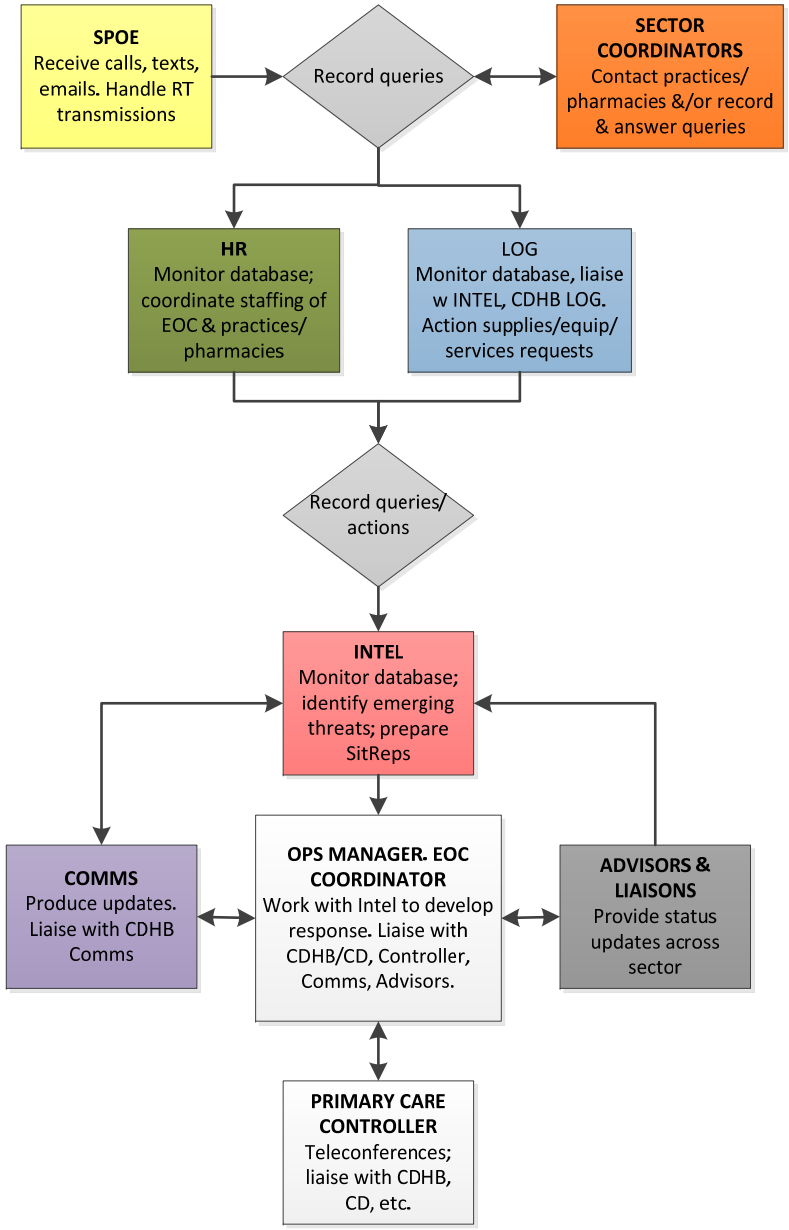

Recovery Manager

Primary Emergency Operations Centre

Canterbury District Health Board
Te Poari Hauora ō Waitaha

Canterbury Primary Response Group

Recovery Manager Key Contacts

Role	Name	Email	Phone

Objective

The Recovery Manager is responsible for overseeing the activities that stabilise the affected community and assure support systems are operational. Longer term activity includes coordinating or linking with community rehabilitation and restoration.

Recovery Manager Tasks

Immediately

1. RSVP to Primary Care Coordinator's text message – attend teleconference and briefing at EOC if able.

   What is the scale of the emergency, what is the planned response?

Once at EOC

1. Check in with the Primary Care Coordinator or EOC Coordinator.

Daily

1. Identify issues that impact on the transition from an active response to the recovery phase.
2. Assist in developing response options to aid a smooth transition to recovery.
3. Prepare handover report as situation warrants.
4. Identify and communicate with stakeholder groups.

Ongoing

1. Engage with other recovery managers across the region.
2. Maintain stakeholder database.
3. Coordinate recovery planning.