



Recovery Activities

	Frequency	Responsibility	Action
1.	Annually	Management staff	Review Insurance Policies: Management is to provide an annual review of insurance policies to ensure they are adequate for agency recovery after an incident.
2.	Annually	Management staff	Review HSP: Management is required to perform an annual review of the plan for succession, and to update information as appropriate.
3.	Annually	Management staff	Review Backup Plan: Management is responsible for coordinating with designated backup locations that are to be used for operational relocation during an emergency, ensuring they are cognizant of agreements in place.
4.	After an emergency	All employees, as appropriate	Cleanup/inspection: After an emergency, all employees, as appropriate to their job function and the nature of the emergency must inspect facilities, vehicles, and agency property for damage or need for cleanup.
5.	After an emergency	Management staff	Document Vehicle Use: After an emergency, management must document vehicle use during the emergency in order to facilitate repair and maintenance of vehicles.
6.	After an emergency	Management staff	Evaluate Response: Following an incident covered by the HSP, management must complete an emergency evaluation form to evaluate staff response.
7.	As required/ appropriate	Supervisors	Oversee Recovery/Restoration: On an as-needed basis, supervisors are to contact city services to remove graffiti or vandalism or otherwise repair the effects of crimes/hazards at city-maintained bus stops.