Emergency Works: Recovery Plan

**Event Name:**

**Event Date:**

**Region(s):**

**Author:**

|  |  |  |
| --- | --- | --- |
| Version Number: | Date of change: | Changed by: |
|  |  |  |
|  |  |  |

# Part 1: Handover details – Response to Recovery Phase

***Note:*** *Part 1 of this plan is to be completed by the local network team and provided to the National Recovery Manager as the response phase nears completion.*

**Event summary:**

*Briefly describe the event and list the effected highways.*

**Situation report:**

*Outline the current situation, including details of:*

* *Current road closures, including RSRP locations of closure points.*
* *Any detour routes in place and restrictions on traffic movement e.g. no heavy vehicles, daytime use only.*
* *Causes of road closures e.g., flooding, slips, tree fall etc.*
* *Details of any initial geotechnical assessments and risks associated with slip sites e.g., stable, still experiencing movement, prone to more damage in bad weather.*
* *Any traffic management in place including details of manned and unmanned traffic management locations.*
* *Details of what needs to be continued into the recovery phase from the response phase.*

***Note:*** *If a Decision Log was used during the response phase this should be made available to the recovery team.*

**Agreed priorities:**

* *What has been agreed with local authorities and other utility providers in terms of repairs and road re-openings.*
* *What political elements are at play e.g., key businesses that need to be considered, local authority priorities and expectations.*
* *What are the expectations of the local community?*
* *Has anything been agreed or promised already regarding the recovery phase?*

**Communications:**

* *Include details of any communications which have already gone out about the event.*
* *Means used to communicate about the event to date and preference of any communication methods from local community e.g., social media, newspaper, radio, council website.*

**Photos:**

* *Include any photos of specific sites which help to show the extent of the event.*

# Part 2: Initial plan for Recovery Phase

***Note:*** *Part 2 of this plan is to be completed by the assigned Project Manager. It should be completed as early as possible at the start of the recovery phase e.g. within one week.*

### Details of sites requiring recovery phase work:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SH** | **RSRP and/or GPS** | **Brief outline of damage and expected repairs plus any work carried out to date, temporary work.** | **Estimate of timeline to complete repairs** | **Estimate of cost to complete repairs** | **Unique environmental and cultural/heritage factors for the site** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | *Add additional rows as required* |  |  |  |

**Details of stakeholders across all sites and the wider region (including other agencies):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stakeholder** | **Level of engagement to date?** | **Required level of engagement going forward?** | **Point of contact** | **Contact details** | **Level of interest and reason for being a stakeholder** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | *Add additional rows as required* |  |  |  |  |

## Project Team:

**Project Manager:**

**Senior Network Manager:**

**Regional Manager:**

**Communications support:**

**Other expected resource requirements:**

*e.g.,* *geotechnical engineer, archeologist, stormwater engineer, structural design.*

**Detour route management:**

*Only applicable if detour routes are required during the recovery phase.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Closure section** | **Detour route** | **Are there local roads used on the detour route?** | **What travel restrictions exist on the route?** | **What repair or improvement works required on the route during or after the recovery phase?** | **Additional comments/information** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | *Add additional rows as required* |  |  |  |  |

### Procurement options

*Provide a high level outline of procurement options e.g., how many established suppliers are in the area that are big enough to undertake the works? How could the different sites possibly be packaged up and procured together?*

## Part 3: High level assessment

***Note:*** *Part 3 of this plan is to be completed the assigned Project Manager. It should be completed before any design work begins, with any required approvals going to the VOS before progressing with Part 4.*

*For each site effected by the event (or group of sites if in close proximity), a level of service assessment is required using the correct template. This assessment should include the National Recovery Manager and local network team and include the Regional Manager where possible. Whilst most sites will be returned to the same level of service that existed prior to the event, it is important that this exercise is conducted for each site to ensure any opportunities for an improved of increased level of service are not missed.*

*Use the recovery options excel template to complete these assessments and record the outcome in the table below.*

|  |  |  |
| --- | --- | --- |
| ***Site details*** | ***High level assessment preferred way forward (level of service option agreed)*** | ***Have necessary approvals been granted (i.e., VOS approval)*** |
|  |  |  |
|  |  |  |
| *Add additional rows as required* |  |  |

## Phase 4: Detailed Plan for the Recovery Phase

***Note:*** *Part 4 of this plan is to be completed by the assigned Project Manager. This part requires a lot of detail for the project and may take a few weeks to complete.*

### Detailed assessment

*Once the high level assessment has been completed for each site, detailed engineering options can then be developed. These options should be assessed against set criteria, which may vary between sites and by region. The local network team should agree on these criteria with the National Recovery Manager and Regional Manager before completing the assessment.*

*A template is provided for the detailed assessment in the recovery options excel template. However, a more quantitative options assessment may be better suited to some projects, especially if there are a number of similar options.*

*Once the assessment has been completed, included the final agreed outcome for each site in the table below.*

|  |  |  |
| --- | --- | --- |
| ***Site details*** | ***Agreed outcome from detailed assessment*** | ***Expected consent requirements and timeframes*** |
|  |  |  |
|  |  |  |
| *Add additional rows as required* |  |  |

### Procurement – Designs

*Provide details of the procurement approach for all required professional services and design work. If a separate procurement plan was used, please include link here.*

### Procurement – Physical works

*Provide details of the procurement approach for all required physical works. If a separate procurement plan was used, please include link here.*

### Communications

*Provide details of the communications approach for the remainder of the project. If a separate communications plan was used, please include link here.*

### Heritage Considerations

*If heritage sites have been identified - are there any heritage considerations for any of the sites that need to be factored into the design or construction phases? Have the Waka Kotahi heritage subject matter experts been engaged to help with planning?*

## Part 5: Close out report

***Note:*** *Part 5 of this plan is to be completed by the assigned Project Manager. The project cannot be closed in SAP or TIO until this section is completed and approved by the National Recovery Manager.*

### Lessons leant

*Outline any lessons learnt during the project and suggested improvements for the EW process.*

|  |  |  |
| --- | --- | --- |
| ***Lesson learnt*** | ***How would you do things differently next time*** | ***Would a change to the EW process help with this?*** |
|  |  |  |
|  |  |  |
| *Add additional rows as required* |  |  |

### Unit rate data

### *Please provide all relevant unit rate information.*

### As built and design information

*Please confirm that all as built information and original designs have been saved in the project folder for this event in Infohub.*

### RAMM data

*Please confirm that RAMM has been updated with all asset data from the project, especially where assets have been added as a result of the project.*

### Financial close out

*Financial close out of the project should only occur once all project elements have been completed and the National Recovery Manager is satisfied that the project can be closed.*