

# DUAL DISASTER CHECKLIST FOR LOCAL LEADERS



AMERICAN FLOOD COALITION

Use the action steps below to prepare for a flood during COVID-19

## 1 Examine existing emergency plans

- Review the Emergency Operations Plan
- Examine the Continuity of Government plan
- Revise delegations of authority, if needed

### Guide to using this checklist

- Recommended actions
- Things to consider
- i** For more detail on these recommendations, see the [Dual Disaster Handbook](#)

## 2 Anticipate the risks of a dual disaster—with a focus on vulnerable populations and vaccine distribution—and identify potential responses

*Discuss the implications of your community's compound risks (COVID-19 and flooding risks layered on baseline risks):*

- Inequality in terms of who is most exposed
- Small businesses forced to close or struggling to reopen
- Burnout for frontline workers (e.g., healthcare workers, city staff)
- Mental health challenges
- Lack of resources to evacuate
- Additional community-specific risks

*Prepare a dual disaster response:*

- Discuss tradeoffs between COVID-19 and flood responses
- Involve community leaders in planning a dual disaster response
- Combine public health and flooding datasets
- Make a food provision plan for vulnerable populations
- Increase access to COVID-19 resources, including vaccines
- Embed equity into disaster planning and response
- Support workers on the frontlines

## 3 Activate necessary legal authorities: emergency declarations, evacuations, and price controls

*First steps:*

- Decide which (if any) of the legal authorities are appropriate for your community and situation
- Determine degree of local autonomy to activate the legal authorities

*If applicable:*

- Issue an emergency declaration
- Issue an evacuation order
- Institute price controls on basic necessities (e.g., food, tarps, rent)

## 4 Secure additional volunteers, medical supplies, food, and shelters

*Evaluate potential obstacles that may inhibit a dual disaster response:*

- Stress to critical infrastructure
- Volunteer shortage
- Equipment shortage
- Disruptions in supply chain management
- Reduced sheltering capacity
- Difficulties with transporting patients
- Reduced access to healthcare
- Review and update existing mutual aid agreements
- Review and update existing pre-event emergency contracts and form new ones
- Collaborate with the private sector and nonprofit organizations

## 5 Develop an emergency communications plan and coordinate responses with regional neighbors

- Collaborate with the local health department
- Collaborate with community leaders and organizations
- Prepare communications materials for multiple scenarios and multiple audiences
- Identify appropriate communication channels
- Provide frequent, recurring updates to community members
- Communicate the response in multiple languages
- Coordinate responses with regional neighbors

## 6 Set up a system to thoroughly and accurately document disaster expenses

- Establish a system for documenting disaster expenses
- Identify opportunities to leverage [federal grant funding](#)
- Track volunteer hours and donated resources to apply toward local cost share requirements
- Avoid the top five procurement mistakes that may lead to a loss of or failure to secure federal funding