**DUAL DISASTER CHECKLIST FOR LOCAL LEADERS**

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

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

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**Guide to using this checklist**

- **Recommended actions**
- **Things to consider**
- For more detail on these recommendations, see the Dual Disaster Handbook