



Preparedness in a Pandemic Planning Checklist

Preparedness Considerations

Consider the following items when examining the **preparedness** phase of all-hazards plans in the COVID-19 environment.

Review and Modify

- Have you reviewed and modified your emergency operations plans to align with COVID-19 guidance, to include social distancing limitations, travel restrictions, fiscal impacts, reduction of government services, and potential impacts to your supply chain?
- Have you worked with whole community planning partners and reviewed and modified your plans to include special considerations for those with access and functional needs in a COVID-19 environment?
- Have you reviewed and updated your COOP plans to continue essential functions and tasks with little to no interruption as well as a reduction in staffing and resources such as facilities and commodities due to COVID-19 if conditions are further degraded by another disaster event?
- Have you identified orders of succession for key personnel and leadership? Do critical tasks and decision-making have approved delegations of authority?
- Have you identified alternate sites and capabilities to ensure COOP to include telework?

Consider and Identify

- Do the constraints and impacts of COVID-19 within your and neighboring jurisdictions warrant the expansion of mutual agreements with new partners?
- Have COVID-19 response efforts identified new partners, resources, planning shortfalls, or solutions to include in emergency operations plans and annexes, including private sector partners in grocery, fuel, home mitigation supplies, and medical supplies?

- Have you considered resourcing secondary emergency management roles and responsibilities to support parallel disasters with extended timelines and limited resources?
- Have you assessed your increased personnel requirements and planned for contingency staffing?
- Have you determined if you can use alternate communications, information technology support, and remote operations to operate your EOC virtually?
- Have you explored virtual environment delivery platforms to exercise plans and overcome the challenges of limited face-to-face training, seminars, and workshops?
- Have you coordinated with public health officials to identify guidelines for workforce response? (NOTE: Local conditions will influence decisions that public health officials make regarding community-level strategies)
- Have you considered strategies to keep a disaster from overwhelming 9-1-1 centers, such as establishing alternative call lines for non-emergency queries from the public; increasing personnel capacity; and/or including the capacity to respond to calls from people who are deaf, hard of hearing, without speech, and/or have limited English proficiency?

Message and Engage

- Have you developed and disseminated accessible messaging to inform the public of changes in expected services or procedures (e.g., changes to shelter locations, evacuation routes, available transportation methods) due to impacts from COVID-19 and ensured the messaging is accessible and available in alternative formats for people with disabilities?
- Are you prepared to provide accessible multilingual and culturally appropriate messaging on increased personal preparedness measures and to encourage your community to evaluate personal emergency plans and familiarize themselves with guidance from their local jurisdictions related to COVID-19?
- Have you engaged with public health officials to identify guidelines for workforce response in a COVID-19 environment, and to plan for public health support for evacuations and sheltering?

Response Considerations

Consider the following items when examining the **response** phase of all-hazards plans in the COVID-19 environment.

- Have you purchased and stockpiled appropriate PPE for personnel required to be in the field, including shelter management and shelter personnel?
- Have you reviewed and modified your logistics contracts to ensure you have adequate PPE and necessary commodities during response operations, especially if available resources have been allocated to COVID-19 response?
- Have you modified your evacuation plan to account for limited travel options and hotel availability, increased need for health and medical evacuations, financial limitations of the general public, and additional impacts from COVID-19?
- Have you considered the extra time it may take to evacuate given the need for social distancing for increased mass transit modes (e.g., buses) may require?
- Have you reached out to your critical infrastructure and private sector partners to assess their ability to respond to an emergency in a COVID-19 environment?
- Do you have a designated point of contact and information exchange platform to continue coordination with critical infrastructure and private sector partners?
- Have you considered expanded use of aerial imagery and other remote sensing capabilities such as drones and webcams to gain and maintain situational awareness and conduct damage assessments?
- Does your EOC have enough information technology personnel to support increased numbers of remote emergency responders? Are they trained to work remotely and support remote work for extended periods on multiple disasters?

Safety and Security

- With the potential of decreased law enforcement availability, have you reviewed your contingency plans for on-site security?
- Are your special operations teams (e.g., Search and Rescue, HazMat) still mission capable, and have they adopted CDC guidelines for PPE and training?

Shelter

- Have you considered how personnel/volunteer shortfalls may impact sheltering operations?
- Do sheltering and feeding plans incorporate site selection, social distancing guidelines, masks and PPE requirements outlined by the [Massachusetts Guidance for Mass Care Operations in a Pandemic Environment](#)?

Energy (Power and Fuel)

- Does your jurisdiction have plans for priority power restoration for individuals with disabilities and health conditions that require power for life sustainment?

Communications

- Do you have accessible, multilingual, and culturally appropriate communication materials that address hurricane, flood, tornado, or other hazards preparedness for your communities while under the threat of COVID-19?

Transportation

- Do you have accessible, multilingual, and culturally appropriate updated messaging to share with the public during an evacuation on social distancing to promote healthy behavior during COVID-19?
- Do you have a mechanism to increase public transportation, including accessible buses, vans, etc., if economic impacts preclude citizens from self-evacuating, to include paratransit for people with disabilities?

Hazardous Materials

- Do you have the materials and resources needed for a hazardous or toxic materials incident? Have you identified any supply chain issues with procurement?

Recovery Considerations

Consider the following items when examining the **recovery** phase of all-hazards plans in the COVID-19 environment.

Leadership and Authority

- Who are the lead agencies and individuals managing and coordinating disaster recovery efforts? Is this the same agency in charge of COVID-19 response actions?
- If a different agency is in charge of recovery operations, have you considered how the transition of responsibilities and coordination efforts would occur? Have Delegations of Authority and Lines of Succession been reviewed for leadership and personnel positions critical to operations?

Staffing

- Do you have adequate staffing plans to assure continuity in staffing the management and implementation of recovery efforts throughout a COVID-19 environment with municipal/jurisdictional personnel, concurrent with the disaster?
- How will you manage building and housing inspections and re-occupancy procedures, given the constraints and impacts of COVID-19 (e.g., social distancing)?
- Are human resource policies and processes consistent with public health recommendations and state and federal statutes? Do you need to establish new policies (e.g., sick leave, scheduling, control measures) or continue them after COVID-19?
- Have you evaluated the staffing impacts of COVID-19 and the current disaster on your mutual aid partners?

Communications and Engagement

- Have you established a process to coordinate messaging related to COVID-19 disaster recovery efforts?
- Who is responsible for releasing information to the public within the jurisdiction? Is this the same individual(s) releasing information related to COVID-19?

- Which community organizations can help amplify important recovery information, helping to ensure whole of community recovery outcomes are realized?

Recovery Planning

- Can you manage recovery functions as stipulated in your recovery plan following the constraints and impacts of COVID-19 (e.g., potential reduced staffing, budgetary shortfalls)?
- Do you have required software licenses to conduct large-scale public engagements remotely? What is your single meeting participant capacity? Do you have trained personnel to operate these systems?
- How will you provide individuals with access and functional needs, to include those with disabilities, with services in accordance with ADA and CDC guidance?

Financial Management

- What are your jurisdiction's existing [financial management practices](#) for disaster and recovery? What adjustments, if any, are needed to comply with procurement requirements in a COVID-19 environment?
- What is your process to determine eligibility for all relevant funding opportunities? What access do you have to associations that can support disaster-related projects?
- Do your jurisdiction's financial practices and procedures for non-disaster projects follow the same practices and procedures for disaster-related projects?