

### III

## BEFORE AND AFTER A DISASTER: CHRONOLOGICAL CHECKLIST OF TASKS

### WHAT TO DO - AND WHEN TO DO IT

#### PRE-HURRICANE PROCEDURES - BY JUNE 1 OF EACH YEAR:

##### **Program Administration:**

Identify staff (including "point" persons) to serve on disaster team  
Schedule meeting(s) of disaster team & prepare or update disaster plan  
Schedule full staff meeting(s) for presentation of disaster plan by disaster team  
Meet with other legal aid programs to enter into or update cooperative disaster agreements  
Participate in annual Florida Bar Foundation disaster training or update as assigned

##### **Program Staff:**

Participate in annual Florida Bar Foundation disaster training or update as assigned  
Participate in disaster team meeting(s) & help prepare or update disaster plan as assigned  
Update client disaster flyers as assigned

#### IMMEDIATELY BEFORE DISASTER STRIKES:

##### **Program Administration:**

Ensure office(s), computer equipment and hard files are secured  
Ensure all work is backed-up and back-up tapes are secured off-site  
Distribute updated staff contact list and office re-opening protocol

##### **Casehandlers:**

Ensure list of all active cases & deadlines is complete & download hard copy  
Ensure all computer files are backed-up off-site  
Ensure personal office space, computer equipment and hard files are secured

#### IMMEDIATELY AFTER DISASTER:

##### **Program Administration:**

Contact staff to determine injury/damage to staff and their homes  
Assess damage to office(s) and equipment, and feasibility of re-opening office(s)

Give staff instructions re: returning to work  
Activate Disaster Team and appoint head of Disaster Team

**Disaster Team:**

Contact courts and administrative agencies re: their functioning  
Contact FLS to obtain copy of Presidential Declaration of Disaster & names and contact information of federal & state disaster officials  
Begin surveying client community to determine how impacted by disaster

**FIRST WEEK AFTER THE HURRICANE**

**Program Administration:**

Provide necessary support to staff whose personal lives have been impacted  
Take steps to salvage office files and equipment in damaged offices  
Contact FLS & FBF to give them a picture of disaster's impact on program and clients

**Disaster Team:**

Survey low-income communities to determine:  
    Extent of damage to low-income housing, in particular public housing and trailer parks  
    If information re: disaster assistance is reaching them  
    If additional forms of assistance (e.g. food stamps, mobile homes) are needed  
In concert with FLS, contact federal & state disaster officials, voluntary agencies, and Fla. Bar Young Lawyers' Division  
Contact local voluntary agencies  
Coordinate volunteers

**WEEKS 2 TO 4**

**Program Administration:**

Coordinate with Florida Bar Foundation to arrange for post-disaster training  
Assess need for additional staff, office space and/or equipment & begin necessary arrangements  
Activate cooperative agreements with other legal aid programs or law offices as necessary  
In collaboration with other impacted legal aid programs, seek additional funding

**Disaster Team:**

Revise, Pprint and distribute clientconsumer disaster flyers & activate public service announcement network  
Visit DRCs and Voluntary Agencies & meet with federal officials & voluntary agencies as needed  
In concert with FLS, advocate for additional types of disaster assistance as needed  
Assess need for outreach intake for legal aid clients (can clients get to legal aid

program offices?)

Receive post-disaster training from Florida Bar Foundation

## **WEEKS 5 TO 13**

### **Program Administration:**

Work collaboratively with other programs to obtain additional funds as needed

Hire, house and equip additional staff as needed

Locate additional and/or substitute working space and/or repair damaged space as needed

Furnish and equip new or damaged office space as needed

### **Disaster Team:**

Establish outreach intake schedule if needed and publicize among client community  
Disseminate disaster assistance information to clients via flyers and public service announcements

Assess need for extension of application deadlines & work with FLS to advocate for extensions

Represent individual clients on disaster related issues

Identify & contact groups forming in community to rebuild

## **FOLLOWING WEEKS:**

### **Program Administration:**

Meet with Disaster Team to assess need for additional staff for long-term rebuilding effort

Work collaboratively with other programs to obtain additional funds as needed

Hire, house and equip additional staff as needed

### **Disaster Team:**

Participate in community groups dealing with long-term rebuilding

Represent individual clients on disaster related issues

Assess need for extension of application deadlines and advocate for extension through FLS

Assess need for disaster Section 8 vouchers and advocate for issuance as needed