A Guide for Local Municipalities:
Preparing for the Second Wave
of Corona Virus

Training and Development of Local Municipalities Division

Municipal Development Administration

Ministry of Interior

The State of Israel

5 Principles for Operating a Municipal Model During an Emergency

1 - **Forming a Leading team**

Establishment of a local municipality situation room

Creating an emergency management routine,

Taking care of liaisons with officials

In the field and data-based decision making

2 - **Reinforcement of Units on the Front Line**

Strengthening Service Providers' Divisions

For residents, for emergency-oriented activities:

Diversion of workforce ,

Remote work, fixed group of participants

Reinforcement of the supervisory system

3 - **Establishment of latitude municipal Operation Teams**

Each team by topic manages:

- A- the volunteers;
- B- contact with civil society organizations
- C- contact with government ministries

4 - **Contact with and Engaging of Residents**

Providing tailored service

To the populations of the local authorities

(Welfare populations, business owners, etc.,)

Information and communication through diverse channels

5 - **Planning and Preparation**

Implementation of a municipal master plan

For emergency activity

To be updated whenever required

WHAT IS HAPPENING TOMORROW MORNING?

Required Actions

❖ Guidance of task force - establishing teams with regular organizational routines that respond to an increase in illness in the local municipalities or receiving new instructions from the government and passing them on to employees and residents, etc.

❖ Creating time table (*Gantt*) of Local Events - Creating certainty in the uncertainty: preparing for known events, such as the opening of the school year.

❖ Updating plans and improving work processes - using the keep, stop, start method

❖ Development of human resources and personnel rotation - change of roles and training of personnel according to new responsibilities.

❖ Establishment of municipal customer database - updating and improving data according to the local municipality's populations, with an emphasis on new welfare populations due to the ongoing situation

❖ Budget planning and resource diversion - financial preparation for the next six months, tightening procurement guidelines, purchasing and creating new orders

Methodology, Reflection and Planning - KEEP STOP START

It is time to convene the leading team in the local authority and devote an hour and a half to reflection and planning

Who leads?

Local Authority situation room manager

or Municipality CEO

Who is in the room?

The leading team dealing with corona in the local authority

External officials who were involved in managing the first wave

How does It Work?

Create the table

fill it in together according to

KEEP STOP START

Methodology, Reflection and Planning - KEEP STOP START

First Stage

Concentrate the main methods of action for dealing with the corona virus and the main actions done executing them (See the sample on the following slide)

Second Stage

The following three questions are discussed in relation to the critical actions that are anticipated will be required

⬚ What tasks of the current layout should be stopped?

⬚Which tasks of the current layout should start being executed?

⬚What should we preserve and should it run in the same way?

Third Stage

Next to each action, the person responsible for its implementation should be listed

SAMPLE TABLE

The axis of action and concrete actions for examination	START	STOP	KEEP
Emergency management -A master plan for dealing with the corona -Internal and external organizational information -Synchronization and coordination between internal and external organizations			
Local Headquarters -Technology -Focus on human resources -Managing contact with Corona patients			
Community resilience and services -Management of relationships with at-risk populations -Array of volunteers -The education system – management of remote learning			
Human Resources - Working with digital tools - Functional continuity for employees at risk			
Budget -Allocation of resources for crisis management -Budgetary adjustments			