

**CHECKLIST FOR INDIVIDUALS WITH SPECIAL NEEDS
FOR EMERGENCY MANAGEMENT
AND HEALTH AND HUMAN SERVICE AGENCIES**

SECTION I GENERAL	GENERAL ADVANCED PLANNING	Yes	No
Subsection 1	Training		
1.00	Police, firefighters, paramedics, relief personnel, and human services staff have been trained to address the needs of individuals with disabilities.		
1.01	Training included information on basic mobility issues and on visual and aural orientation techniques		
1.02	Training included information on how to interact with and assist persons with disabilities in a respectful and appropriate manner		
1.03	Regional staff, local govt., emergency managers/directors and human services directors are trained on disaster response issues related to persons with disabilities		
1.04	Notices of these training opportunities, any related conferences, and meetings, as well as press releases, have been sent to disability organizations		
Subsection 2	Outreach to the Disability Community		
2.00	Local emergency management teams, have identified disability issues and resource persons who can address disability issues		
2.01	The County/tribal DHS/DHHS has identified state and local contacts for these teams		
2.02	Emergency response agencies and disability resources at the state and local levels have collaborated to present training addressing response issues at disaster conference.		
Subsection 3	Accessibility of Shelters		
3.00	In conjunction with Red Cross, local chapters and county/tribal agencies have reviewed existing potential shelter sites regarding compliance with ADA requirements		
3.01	A comprehensive data base including, but not limited to ADA suitable shelter sites has been developed		
3.02	Each community within the county/tribe has developed at least one site that is fully ADA accessible		
3.03	Shelters have made efforts to accommodate access to electricity for people with disabilities who may need such support for battery-powered wheelchairs, respirators, light computers, and other such electronic assistance devices		
3.04	Power sources are clearly marked and accessible		

3.05	Local communities and agencies provide persons with disabilities with regularly updated information on the location of suitable shelters		
3.06	A list of resources including independent living centers, CBRFs, group homes and other special needs facilities for persons with disabilities has been compiled and provided to American Red Cross, DHFS, the county/tribal DHHS or DHS, the county/tribal Emergency Management		
Subsection 4	Communications—General		
4.00	County/tribal Emergency Management and the county/tribal DHHS or DHS have made emergency information accessible to people with hearing, visual, physical, and/or cognitive disabilities including:		
4.01	Alternative formats are available which may include communication books, print, audio cassette tapes, and information in a variety of demographically diverse languages		
4.02	American Sign Language (ASL) interpreters and Telesensory Device Operators for the Deaf (TDD) are trained and available		
4.03	Pertinent TDD phone numbers for federal and state relief and recovery organizations are widely publicized		
4.04	A representative or designee from the local DHS/DHHS, is prepared to respond to the County Emergency Operation Center (EOC)		
4.05	Written materials for disaster response are available, upon request, in alternate formats (disk, Braille, large print, cassette tape)		
4.06	Emergency preparedness materials have been publicized and made available		
4.07	County/tribal DHHS or DHS offer TDD and relay service access to persons with impairments and speech-to-speech relay service for persons with speech impairments and have plans to make these services available during disaster		
4.07 (1)	These TDD and relay service numbers are publicized with all other response numbers		
4.07 (2)	There is a mechanism for a caller to contact the local human service agency for additional assistance in accessing service		
4.07 (3)	Community-based or local government entities have personnel who are trained in, and sensitive to, the needs of particular constituent groups, including persons with disabilities and other special needs		

Subsection 5	Coordination of Existing Resources		
5.00	Local community resources that serve individuals with special needs have been identified and included in county/tribal emergency preparedness planning		
5.01	Communication systems between such resources and local government have been implemented and tested		
5.02	The local plan includes a specific section on resources to meet the unique disaster response needs of persons with disabilities in disaster response		
5.03	County/tribal DHHS or DHS have a plan to meet the unique disaster response needs of persons with disabilities in disaster response		
5.04	The County DHS/DHHS has a representative who serves on the County Emergency Planning Committee		
5.05	County/tribal DHHS or DHS have identified a person with significant expertise in a wide range of disability issues to be part of their emergency management system		
5.05 (1)	The County/tribal DHS/DHHS have identified persons with disabilities and service needs to be part of planning meetings in order to address their unique needs such as mobility, hearing or vision difficulties.		
Subsection 6	Review of Policies and Procedures		
6.00	Each DHHS or DHS has reviewed and updated disaster human services policies and procedures incorporating involvement from the disability community		
6.01	Policy issues, particularly those related to equal access to services protected under ADA, have been reviewed and revised		
6.02	Policies and procedures related to approval and need for medication and durable medical equipment repair have been reviewed and revised as appropriate for individuals with special needs		
6.03	Language has been incorporated into policy and procedure revisions which prevent the potential denial of replacement medications or durable medication as being duplicative refills		
6.04	Language has been incorporated or changed in policy and procedure revisions which allows for guide or trained companion animals to be allowed in shelters, if they allow for the appropriate independent care requirements of American Red Cross or county/tribal shelter facilities		
6.05	Shelters are capable of providing sleeping arrangements for persons with special needs		
6.06	Trained personal care assistants are available in such shelters		

6.07	Transportation policies and procedures at shelters have been evaluated and clarified		
6.07 (1)	There is clear language that transportation of persons with disabilities to shelters will be made by appropriate methods and these are outlined in the local EM and DHHS or DHS emergency response plans		
SECTION II GENERAL	IMMEDIATE RESPONSE EFFORTS		
Subsection 1	Locating Individuals with Special Needs		
1.00	Through public and private collaboration, individuals with special needs have been identified and a voluntary registry has been created to facilitate rapid response to assist them		
1.01	County/tribal DHHS or DHS, county/tribal EM teams have provided information to individuals with special needs regarding how to access emergency services		
1.02	County/tribal DHHS or DHS will assist EM to contact individuals, including those with special needs, in affected areas to determine if the individuals need disaster related assistance		
1.03	Public and private providers have developed their own disaster response and business continuity plans. This includes identification of procedures and resources to provide services to individuals with special needs if the agency is unable to do so for a period of time		
Subsection 2	Communications Systems and Individuals with Special Needs		
2.00	The emergency response system recognizes the need for communication with individuals with special needs to be understandable and accurate		
2.01	Media releases and instructions include auditory and visual presentations and are presented repeatedly to provide the greatest opportunities for individuals with special needs to access this information		
2.02	The county/tribal EM managers will ensure that the Emergency Digital System (EDIS) is utilized when available and needed during a disaster		
2.03	County EM managers, through the operation of the state warning center, and its emergency alert system (EAS) designated radio and television stations has collaborated with EAS stations to have them include the phone number for the Relay System for the Deaf and Speech Impaired in all warning messages and that the information provided by the EAS stations		

	is available to the Relay System at the same time		
2.04	Broadcast systems have been identified and are prepared to customize messages, as necessary, to reach individuals with special needs.		
2.05	Local cable companies have agreed to provide emergency information in captioned form, as well as in visual form, so that persons with hearing or visual impairments can access it		
2.06	EAS television stations have agreed to use captioning for critical emergency information and to repeat essential information orally as it is broadcast in visual display		
2.07	PIO's from county/tribal EM, and county tribal DHHS or DHS have received training on how to make information accessible to individuals with special needs as well as appropriate information and how to best communicate it to them		
2.07 (1)	PIOs utilize non-English speaking media in addition to English speaking media		
2.07 (2)	PIOs maintain responsibility for integrity of communications through translations		
2.07 (3)	PIOs activate procedures to utilize community representatives of individuals with special needs at press conferences		
2.07 (4)	PIOs review with appropriate individuals written and spoken information to incorporate sensitivity to cultural, racial, religious, and ethnic differences in order to maximize understanding of messages		
2.08	Bulletins distributed by the emergency operations center include information about services and accessibility provisions for individuals with special needs		
2.09	Push button life-line services have researched their ability to change over their service from regular phone service to cellular service in an emergency		
2.10	A "call-down" system of network communications, both to get information about disaster response to individuals with special needs and to get information about unique needs of individuals with special needs back to the general disaster response system has been planned and implemented		
2.11	Information regarding disaster response efforts is communicated to service providers in the county/tribal area so they can provide it to individuals with special needs who are being served in their area		
Subsection 3	Transportation of Individuals with Special Needs		
3.00	County/tribal DHHS or DHS together with local EM have identified transport agencies and companies—public, private,		

	and handicapped accessible, in their area/region/community		
3.01	County/tribal DHHS or DHS together with local EM have identified potential challenges to transportation, such as, road hazards and alternate routes for transport companies		
3.02	Transportation providers, including non-handicapped service companies, are trained in the use of equipment tie-downs and the use of lifts, methods to secure oxygen tanks, and how to communicate with individuals who are deaf or hard of hearing. This includes how to provide reassurance to individuals with psychiatric disorders or cognitive disabilities		
3.03	County/tribal DHHS or DHS have identified means to access public or private health clinics for emergency dispensation of medication at shelters and the transportation of such medications to the shelters		
Subsection 4	Distribution Site Availability		
4.00	Signs that include international symbols, Braille, English plus two other most common languages of region are available.		
4.01	Procedures for activating translators and/or interpreters have been identified		
4.02	Provide trained staff to secure an area for infants and children		
4.03	Alternate policies and procedures are available to provide program access to make services and assistance centers quickly accessible to individuals with special needs		
4.04	Procedures are identified for making available an allotment of food and/or water to individuals with special needs who are sheltering in home so as to reduce the need to go to distribution sites on a daily basis		
4.05	Where appropriate, have procedures for individuals with special needs to make “one stop” to receive multiple services		
4.06	The location of assistance sites and application forms are available on the Internet. Phone services are also available so that individuals with special needs can get information about how to secure needed services		
Subsection 5	Medical Supplies and Durable Medical Equipment Services		
5.00	Power companies have collaborated with county/tribal EM and DHHS or DHS to prioritize restoration of power to individuals with electrical adaptive equipment needs sheltering at home or in specific shelter sites		
5.01	Shelter sites have established a link to medical equipment providers in the area which may loan, repair, or replace adaptive		

	equipment (e.g., battery charger, wheelchair, etc.) when available as a result of a need created by the disaster		
5.02	In the event of a disaster, local/tribal DHS/DHHS will coordinate with Medicare and other health payment programs to allow for replacement of lost or damaged dentures, hearing aids, and other adaptive devices		
5.02 (1)	Local/tribal DHS/DHHS will attempt to coordinate such benefits in a timely fashion to prevent undue financial burden to beneficiaries or the providers of the item or device		
5.03	Pharmacies who have agreed to provide life-sustaining drugs on an emergency basis have been contacted and provided information regarding the specific medications needed and have a process for documenting its distribution		
Subsection 6	Special Shelter Accommodations		
6.00	Policies are in place regarding transfer of individuals with special needs, when necessary		
6.01	Procedures are in place for prompt transfer of persons with special needs to a viable, accessible facility		
6.02	Alternatives to inaccessible shelters are clearly communicated to individuals with special needs		
6.03	Staff trained to work with non-English speaking and who are sensitive to diversity and culturally diverse groups have been notified, when needed, and are available to work with special needs individuals		
6.04	Signs are used that present instructions in an understandable and accurate manner and incorporate international symbols, Braille, English and two other most common languages of the region		
6.05	Information is presented in audio and visual formats		
6.06	Appropriate translators and interpreters have been provided, as appropriate to need		
6.07	Shelter facilities have appropriate registries for individuals with special needs housed on- and off-site		
6.08	Each site registry is tied into a larger location network directory		
6.09	Monitored points of entry to the facility insures facilities are accessible only to occupants wearing proper identification badges		
SECTION III	POST-DISASTER RECOVERY		
GENERAL			
Subsection I	Housing Replacement and Restoration		
1.00	Disability related resources, such as independent living centers,		

	CBRFs, group homes, etc., have collaborated with county/tribal EM, county/tribal DHHS or DHS, local housing authorities and other entities responsible for residential facilities for individuals with special needs to assist those individuals to determine if their home has been declared temporarily or permanently uninhabitable and to locate alternative housing for them		
1.01	City/county/tribal agencies have collaborated with community-based agencies to provide repair and hazard removal at the homes of individuals with special needs		
1.02	The local housing authority has developed programs to assist individuals with special needs in applying for replacement vouchers and certificates		
1.03	Policies for allowing guide dogs or pets at temporary shelters or evacuation sites have been established		
1.04	Clients of the community-based agency have emergency plans in place		
1.05	Vendors or contract agencies of the County/tribal DHS/DHHS have client emergency plans and agency Continuity of Operations Plans (COOPs) in place		
1.06	County/tribal DHS/DHHS have Continuity of Operations Plans (COOPs) in place		