

## Addressing Access and Functional Needs (AFN) in School and IHE Emergency Operations Plans

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### Overview Resources

#### **Effective Emergency Management: Making Improvements for Communities and People with Disabilities. National Council on Disability (NCD)**

In this report, the NCD describes evidence-based policies, programs, and practices that assist people with disabilities. Considerations are given to specific hazards that may have implications for people with specific disabilities. The document describes specific considerations for planning in the phases of mitigation, preparedness, response, and recovery (which are now categorized into the five preparedness mission areas of prevention, protection, mitigation, response, and recovery).

[http://www.ncd.gov/rawmedia\\_repository/50b76caf\\_054c\\_491d\\_ae88\\_587c096d8b3a.pdf](http://www.ncd.gov/rawmedia_repository/50b76caf_054c_491d_ae88_587c096d8b3a.pdf)

#### **Emergency Management Research and People with Disabilities: A Resource Guide. U.S. Department of Education**

This resource guide provides a listing and description of research projects focused on emergency management and people with disabilities and funded by the federal government and nonfederal entities. Projects include *Emergency Preparedness Training Software with Universal Access*; and *Saving Lives: Including People With Disabilities in Emergency Planning*.

<http://www.ed.gov/rschstat/research/pubs/guide-emergency-management-pwd.pdf>

#### **Emergency Preparedness. Disability.gov**

Disability.gov is the federal government's website for comprehensive information about disability-related programs, services, policies, laws and regulations. The emergency preparedness web page provides numerous resources that can be filtered into categories such as topics, locations, audiences, and disabilities.

[https://www.disability.gov/?s=&fq=topics\\_taxonomy:%22Emergency+Preparedness%5E%5E%22](https://www.disability.gov/?s=&fq=topics_taxonomy:%22Emergency+Preparedness%5E%5E%22)

#### **Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education**

This guide for institutions of higher education (IHEs) was created by the U.S. Departments of Education (ED); Justice (DOJ), led by the Federal Bureau of Investigation (FBI); Homeland Security (DHS), led by the Federal Emergency Management Agency (FEMA); and Health and Human Services (HHS). The resource describes principles of emergency management planning, and a process for developing, implementing, and continually refining an emergency operations plan (EOP). The guide provides suggestions throughout for inclusive planning, such as ensuring the emergency planning team includes a representative of the AFN community.

<http://rem.ed.gov/IHEGuideIntro.aspx>

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### **Guide for Developing High-Quality School Emergency Operations Plans**

This guide is aimed at the K-12 community and was created by the ED; DOJ, led by the FBI; DHS, led by FEMA; and HHS. The resource describes principles of emergency management planning, and a process for developing, implementing, and continually refining an EOP. The guide includes inclusive planning considerations throughout, such as identifying individuals who can access a person with AFN in an emergency.

<http://rem.s.ed.gov/K12GuideForDevelHQSchool.aspx>

### **Integrating Students with Special Needs and Disabilities into Emergency Response and Crisis Planning. REMS TA Center**

The REMS TA Center, formerly called the Emergency Response and Crisis Management TA Center, provided this resource on integrating students with disabilities or AFN into plans. While the newsletter describes the four phases of a disasters, which has now been replaced with the five mission areas of preparedness, the strategies included within are still applicable. For example, the newsletter points out that schools can team up with a disability specialist who can provide guidance on meeting students' and staff's physical and emotional needs.

[http://rem.s.ed.gov/docs/disability\\_newsletterv2I1.pdf](http://rem.s.ed.gov/docs/disability_newsletterv2I1.pdf)

## Laws and Regulations

### **ADA Design Requirements for Accessible Routes. U.S. Access Board**

This chapter of the Americans with Disabilities Act (ADA) Standards describes design requirements for accessible routes in new construction and alterations of facilities covered by the ADA. Included is information such as the maximum ramp slope and rise, accessibility of elevators, and the width for accessible routes.

<https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/ada-standards/chapter-4-accessible-routes>

### **Effective Emergency Preparedness Planning: Addressing the Needs of Employees with Disabilities. U.S. Department of Labor**

Included on this web page are considerations for employers on how they can meet the needs of employees with disabilities. Sections on the page include legal considerations, opportunities for information gathering, general considerations, and a list of resources.

<https://www.dol.gov/odep/pubs/fact/effective.htm>

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### Tools and Trainings

#### **Communication with Vulnerable Populations: A Transportation and Emergency Management Toolkit. Transportation Research Board of the National Academies**

This toolkit provides a guiding framework and tools for constructing a scalable, adaptable communication process to reach vulnerable populations through collaboration among the public, private, and nonprofit sectors. The toolkit provides specific recommendations throughout the four-step process of gathering information, building or adding to a network, communicating through the network, and sustaining the network. For example, when gathering information on needs, communities are encouraged to partner with entities such as schools, rural transport agencies, and state departments of transportation, among others.

[www.tcrponline.org/PDFDocuments/TCRP\\_RPT\\_150.pdf](http://www.tcrponline.org/PDFDocuments/TCRP_RPT_150.pdf)

#### **Emergency Planner Disability Trainings and Resources. Ohio State University (OSU)**

The Ohio Disability and Health Program provides a variety of disability-related resources on this web page for planners. Included are national and federal resources for inclusive planning; communication tools; and a planning checklist for people who are deaf or hard of hearing.

<http://www.nisonger.osu.edu/odhp/emergencyplanners>

#### **Emergency Warnings for People with Hearing Loss. National Oceanic and Atmospheric Administration (NOAA)**

General information is provided on this web page on how a NOAA Weather Radio (NWR) can be used as an alerting tool for people who are deaf or hard of hearing. The page also includes a series of questions and answers and a list of NWR equipment that provide alerts.

<http://www.nws.noaa.gov/nwr/info/shhh.html>

#### **Federal Emergency Management Agency (FEMA), Office of Disability Integration and Coordination**

This office within FEMA provides, guidance, tools, methods, and strategies to integrate and coordinate emergency management efforts that meet the needs of people with disabilities and others with AFN. In addition, the office serves communities through, for example, the provision of Regional Disability Integration Specialists who can provide advice and who promote individual and community preparedness.

<https://www.fema.gov/office-disability-integration-and-coordination>

#### **Integrating the Needs of Students and Staff with Disabilities and Other Access and Functional Needs**

This Specialized Training Package, which is part of a series of trainings, includes a downloadable PowerPoint and training instructions that outline several approaches for integrating the needs of students and staff with disabilities and other AFN into each step of the emergency operation planning process. The

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## WEBINAR RESOURCE LIST

training can be used by individuals to train others or to brush up on their own knowledge about inclusive planning.

<http://rems.ed.gov/TrainingPackage.aspx>

### **People with Disabilities. National Fire Protection Association (NFPA)**

On this web page, the NFPA provides several resources for people with disabilities. Included is an Emergency Evacuation Planning Guide in PDF and Word formats, as well as audio presentations on topics such as safety challenges for people with disabilities.

<http://www.nfpa.org/~media/files/safety-information/for-consumers/disabilities/evacuationguidepdf.pdf?la=en>

### **Alerts and Notifications**

### **Access to Emergency Alerts for People with Disabilities. National Center for Accessible Media**

The Access to Emergency Alerts project, which has developed this website, uses a collaborative approach to research and disseminate replicable approaches to make emergency warnings accessible. Included on this web page are an information requirements model that serves as a checklist for accessible messaging; a compilation of social science research about warning variables for people with sensory disabilities; and a public resource depository, among other resources.

[http://ncam.wgbh.org/invent\\_build/analog/alerts/](http://ncam.wgbh.org/invent_build/analog/alerts/)

### **Public Service Announcements for Disasters. Centers for Disease Control and Prevention (CDC)**

On this web page, the CDC provides a variety of messages about what people with AFN can do to be protected during natural disasters and severe weather. Media resources are available in a variety of formats including text, audio, and video and some video resources are available in American Sign Language (ASL). Examples of preparedness tips include those for individuals who rely on Durable Medical Equipment (DME) batteries and dialysis.

<http://emergency.cdc.gov/disasters/psa/index.asp>

### **Tips for Evacuating Vulnerable Populations. Florida Division of Emergency Management**

This fact sheet provides information, tips, and suggestions for how to evacuate vulnerable populations, such as people with autism, mobility impairments, and service animals.

<http://www.floridadisaster.org/documents/Tips%20for%20Evacuating%20Vulnerable%20Populations.pdf>



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### Special Topics

#### **Emergency Information Form for Children with Special Health Care Needs. American College of Emergency Physicians/American Academy of Pediatrics**

This website provides information on an Emergency Information Form (EIF) that can be completed by school staff, parents, or guardians to help transfer relevant information for Children with Special Health Care Needs (CSHCN). The EIF can facilitate prompt and appropriate care when CSHCN visit an emergency department or health care professional due to an acute illness or injury.

<https://www.acep.org/content.aspx?id=26276>

#### **Emergency Planning for Employees Who Use Service Animals. U.S. Department of Labor**

This PDF document describes how to aid individuals with service animals during an emergency. Topics addressed include what types of work or tasks a service animal can assist with, considerations for including service animals in planning efforts, and a series of critical questions to ask to ensure preparedness efforts sufficiently incorporate service animals.

<https://www.dol.gov/odep/documents/Service-Animal-ADDENDUM-07302012.pdf>

#### **Emergency Preparedness. LEP.gov**

LEP.gov is a federal interagency website for resources on people with Limited English Proficiency. Several resources are provided on the topic of emergency preparedness, including a webinar, planning guide, and planning template on communicating without English in an emergency.

<https://www.lep.gov/resources/resources.html#EP>