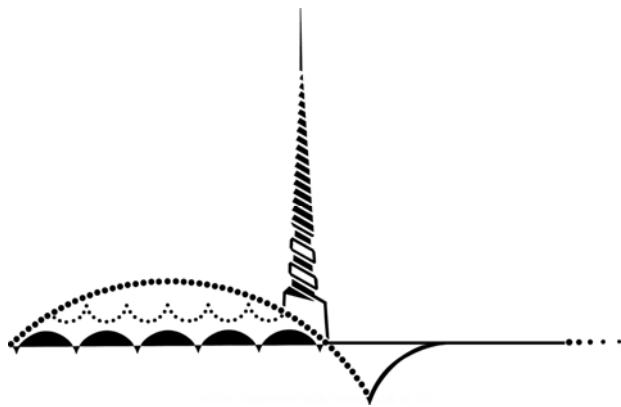


# ACCESS AND FUNCTIONAL NEEDS PLANNING GUIDANCE

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MARIN COUNTY OPERATIONAL AREA



**September 2011**

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MARIN COUNTY, CALIFORNIA  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LARRY MEREDITH, PH.D., DIRECTOR  
20 NORTH SAN PEDRO ROAD, SUITE 2028  
SAN RAFAEL, CA 94903  
(415) 499-3696

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## **Participating Agencies**

American Red Cross

City of San Rafael

Designing accessible communities

DHHS Aging & Adult Services

DHHS Disaster Coordinator

DHHS Mental Health

DHHS Public Health

DHHS Social Services

Health

Marin County Transit District

Marin Center for Independent Living

Public Works

Sheriff's OES

Whistlestop

## Introduction

A major concern for emergency responders has been the access to services by people with “special needs”. Section 12132 of the Americans with Disabilities Act provides that “...no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.” Recent court decisions have held that this requirement for equal access to services applies to planning for disasters. People with disabilities cannot be excluded from or denied services during disasters solely on the basis of a disability. Emergency plans must consider the needs of citizens with disabilities.

While the term “special needs” has traditionally been applied principally to people with disabilities, the response to Hurricane Katrina demonstrated that equating special needs solely with people with disabilities is woefully inadequate. Studies done after Hurricane Katrina found that the problem was compounded by the lack of a national consensus on the definition of “special needs”. A disability is not the sole determinant of need in a disaster. Factors such as economic disadvantage, literacy, and cultural, geographic, or social isolation can also affect a person’s access to disaster services. Conversely, a person with a disability can be perfectly capable of accessing such services without any additional assistance from responders. Consequently, definitions of “special needs” tended by their very nature to establish categories of people who would be treated differently in disasters.

The Katrina experience and subsequent events such as the California Wildfires of 2008 suggest that instead of attempting to define need in terms of a disability or categories it is more effective to take a functional approach to disaster needs. That is, instead of attempting to define categories or identify specific disabilities, the focus should be on disaster-generated needs without consideration of the problem that generated them. As an example, if people cannot comprehend a warning and follow instructions, the need is for a different method of communication. It does not matter whether the inability to comprehend was the result of a disability, age, or literacy.

Using a functional-based approach acknowledges that any citizen may at some time have a disaster-generated need, regardless of whether they have a specific disability. Defining disaster needs by function also helps to ensure equal access to services for all citizens of Marin County. Incorporating functional needs into all emergency response plans ensures that responders will be sensitive to both existing needs and emerging needs.

Demographics bear this out. The following table considers just four main populations with functional needs: children, the elderly, non-English speakers and non-institutionalized people with disabilities. These four categories alone account for over 50% of the population of Marin County. When one considers other categories such as those in institutions or with transportation issues it becomes obvious that people with functional needs are not the exception but the rule. Consequently, providing for functional needs and for equal access to emergency services must be an integral part of all emergency plans in Marin County.

Population Category	Total	% total population
Children, age 15 and under <sup>1</sup>	-	20.4
Elderly, age 65 and older <sup>1</sup>	-	16.2
Speak language other than English at home <sup>2</sup>	5834	2.4
Speak English "less than well" age 5 and over <sup>2</sup>	21426	9.2
Non-institutionalized population with a disability, age 21-64 <sup>3</sup>	22,162	9.0
<b>Total</b>	-	57.2

Source: <sup>1</sup> Quickfacts from US Census Bureau 2009 estimate

<sup>2</sup> Selected Social Characteristics 2005-2009 estimate

<sup>3</sup> US Census Bureau Census 2002

## ***Purpose***

The *Marin Operational Area Access and Functional Needs Planning Guidance* provides information and guidance specific to response-related issues for people with functional needs. It is the intent of this document to provide guidance for the development of emergency response plans which ensure that functional needs are addressed during disasters and that equal access to services are provided to all Marin County residents.

## **Definitions**

**Access:** The ability to fully use, enjoy, and integrate into any programs, services, activities, goods, facilities, privileges, advantages, or accommodations provided by a public or private (for-profit or not-for-profit) entity, any contracted entity, or entity that provides emergency services, including sheltering, for individuals with disabilities as defined by the ADA Amendments Act of 2008, P.L. 110-325, and those associated entities. (FEMA *Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters*)

**Access and functional needs:** Those actions, services, accommodations, and programmatic, architectural, and communication modifications that a covered entity must undertake or provide to afford individuals with disabilities a full and equal opportunity to use and enjoy programs, services, activities, goods, facilities, privileges, advantages, and accommodations in the most integrated setting. These actions are in light of the exigent circumstances of the emergency and the legal obligation to undertake advance planning and prepare to meet the disability-related needs of individuals who have disabilities as defined by the ADA Amendments Act of 2008, P.L. 110-325, and those associated with them. (FEMA *CPG 101*)

**Accessible:** Having the legally required features and/or qualities that ensure entrance, participation and usability of places, programs, services and activities by individuals with a wide variety of disabilities. (FEMA *Glossary of Terms*)

**Consumable Medical Supplies (CMS):** Medical supplies (medications, diapers, bandages, etc.) that are ingested, injected, or applied and/or are one time use only. (FEMA *Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters*)

**Disability (individual with):** A person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. (FEMA *Glossary of Terms*)

**Durable Medical Equipment (DME):** Medical equipment (e.g., walkers, canes, wheelchairs, etc.) used by persons with a disability to maintain their usual level of independence. (FEMA *Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters*)

**Functional needs:** Additional needs before, during, and after an incident in functional areas, including but not limited to:

- Maintaining independence
- Communication
- Transportation
- Supervision
- Medical care (*National Response Framework*)

**Functional Needs Support Services:** Services that enable children and adults to maintain their usual level of independence in a general population shelter. FNSS includes:

- reasonable modification to policies, practices, and procedures
- durable medical equipment (DME)
- consumable medical supplies (CMS)
- personal assistance services (PAS)
- other goods and services as needed (FEMA *Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters*)

**Paratransit:** The family of transportation services which falls between the single occupant automobile and fixed route transit. Examples of paratransit include taxis, carpools, vanpools, minibuses, jitneys, demand responsive bus services, and specialized bus services for the mobility impaired or transportation disadvantaged. (FEMA *Glossary of Terms*)

**Reasonable Accommodation/Reasonable Modification:** In general, an accommodation is any change to the rules, policies, procedures, environment or in the way things are customarily done that enables an individual with a disability to enjoy greater participation. A requested accommodation is unreasonable if it poses an undue financial or administrative burden or a fundamental alteration in the program or service. (FEMA *Glossary of Terms*)

**Service Animal:** Any guide dog, signal dog, or other animal individually trained to assist an individual with a disability. (FEMA *CPG 101*)

**Shelter:** A temporary facility which provides housing and basic services until persons can return home or obtain temporary or permanent housing elsewhere. (FEMA *Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters*)

**Undue Hardship:** An excessive difficulty or expense required to provide a reasonable accommodation considering the resources of the facility asked to provide the accommodation and other relevant factors. (FEMA *Glossary of Terms*)

## Assumptions

A catastrophic disaster, such as a major earthquake, will affect the entire Bay Area region. This document is based on the following assumptions:

- Known populations of persons dependent on others for ordinary life care functions will need special preparedness efforts to survive major disasters, such as large earthquakes.
- Marin County may be isolated from the surrounding communities and any resources or help. All segments of the population need a plan to respond to disaster.
- In a major disaster, people with functional needs are often more adversely affected than the general public due to their increased dependence on physical infrastructure and social and communication support systems. The demand for service and support will invariably escalate at the same time that the ability to provide them can be expected to decline.
- Many people with functional needs are served and supported by medical and general care providers in group homes, day care settings or in their own homes. A major event would significantly disrupt or prevent care providers from making available their regular services.
- Many disaster victims can be expected to immediately become members of vulnerable population groups due to changes in their health or their environment.
- Low-income residents are more vulnerable to loss of housing and more greatly impacted by the loss of income. This may exacerbate their need for assistance, services and support.



- A major disaster requiring evacuation of large numbers of people, along with their needed medications and life-sustaining equipment, will challenge the limited accessible local transportation and accessible temporary facility resources.

## Concept of Operations

### *Guiding Principles*

Identifying people with functional needs by specific disability or need is counterproductive and inevitably leads to unequal access to services. Needs often overlap and there are many people with functional needs who do not consider themselves as having a disability. A more effective approach is to consider five areas of fundamental health and well-being:

1. **Communication** – In providing information, one must consider the multiple barriers that might affect peoples’ access to information. Some of these barriers may be disability related, such as those with hearing or sight impairments. However, there are many other barriers, such as being a foreign language speaker or not being able to read. There are even cultural barriers – in some populations, information provided by government agencies is always considered suspect. Consequently, information must be provided in multiple, parallel formats.
2. **Medical** – Many people with functional needs require medical care that may initially seem beyond that provided in a public shelter such as tube feeding, suction administration, and wound care. However, these needs do not require acute care. Providing appropriate support means that these individuals could be adequately cared for in shelters rather than being placed in a disaster medical care system that will already be strained to capacity.
3. **Independence maintenance** – Similar in some ways to the issue of medical care, the goal of maintaining independence is to provide people with functional needs with the means for caring for themselves. This may include replacing Durable Medical Equipment (DME) and Consumable Medical Supplies (CMS) necessary for daily living, allowing service animals and personal attendants or caregivers to enter a shelter when needed, or recruiting volunteers to perform such services.
4. **Supervision** – People with cognitive disabilities and unattended children may require care and individualized service coordination and case management within a public shelter.
5. **Transportation** – Standard transportation resources may not always meet the needs of people with functional needs such as wheelchair users or people with other mobility issues. Equal access requires that wherever necessary adaptive vehicles are provided when transportation resources are deployed.

Appendix A provides a functional needs framework that describes people with potential functional needs in each area and methods for addressing those needs.

## ***Preparedness Phase***

Success in providing assistance to people with functional needs is directly related to the level of effort expended in the preparedness phase. During this phase the emphasis is on two main efforts:

- Promoting personal preparedness among individuals with disabilities, children, and others with access and functional needs, as well as their families, caregivers and service providers
- Incorporating functional needs in the Emergency Operations Plan and Annexes and all supporting plans

## **Information Requirements**

While there will be functional needs that emerge during a disaster, it is possible to pre-identify populations that are likely to require assistance, such as children or people with known disabilities. Knowing who these people are, what their needs are likely to be and where they are located is important information that can be used to make emergency plans more effective. This information is scattered through multiple departments and agencies.

Assembling a centralized database of people with potential functional needs might seem the ideal solution but it is an unrealistic one. Because data regarding persons with functional needs is collected from various sources, keeping it up to date in a central location is not possible. However, it is possible to provide planners with baseline data from Census Data and identify those departments and agencies that have current data that could be used to guide response operations.

The Office of Emergency Services, assisted by the Department of Health and Human Services, will include baseline information on people with functional needs in the *Threat Summary and Assessments* section of the *Marin County Operational Area Emergency Operations Plan* and maintain a list of departments and agencies with databases on people with potential functional needs.

Appendix B is a list of agencies that maintain up-to-date data on populations with potential functional needs and the types of populations served.

## **Planning**

The Office of Emergency Services is the lead agency for ensuring that individuals with functional needs are incorporated into all emergency response plans. This will be accomplished by ensuring participation in the planning process by individuals with disabilities and others with functional needs, individuals with expertise in pediatric issues and relevant advocacy groups, service providers, and subject matter experts.

While it is expected that all emergency response plans will incorporate functional needs as appropriate, the following plan annexes are especially critical:

- Care and Shelter Annex

- Medical/Health Annex
- Spontaneous Volunteer Annex

The Marin County Operational Area Disaster and Citizens Corps Council will provide oversight by conduct a periodic review of existing plans and reviewing all new plans for adequacy in addressing functional needs.

Appendix 4 contains a plan review crosswalk based on the guidelines in *CPG 101 Developing and Maintaining Emergency Operations Plans*. The checklist provides a crosswalk between the guidance in *CPG 101* and the Marin County Operational Area *Emergency Operations Plan* and supporting annexes. The checklist can be expanded as needed to include supporting plans as well.

## **Training and Exercise**

The Office of Emergency Services will incorporate assistance to people with functional needs in training and exercises. This may include but not be limited to:

- Including children and child congregate care settings such as school, childcare, child welfare, and juvenile justice facilities in exercises.
- Training spontaneous volunteers who may offer their services to individuals with disabilities and others with access and functional needs to assist with physical, programmatic, and communications access and other functional needs

## **Response Phase**

The Office of Emergency Services will identify a Functional Needs Coordinator as part of the Operational Area Emergency Operations Center (EOC) Staff who will assess the provision of services to people with functional needs and provide advice and guidance to the EOC Director.

An operational checklist for this position is included in Appendix C.

Marin County does not maintain an evacuation annex as evacuation plans are generally developed in response to specific events. Appendix D is a checklist based on the guidance in *CPG 101 Developing and Maintaining Emergency Operations Plans* that should be used in developing evacuation plans to ensure that people with functional needs are addressed in such plans.

## **Recovery Phase**

The Office of Emergency Services will ensure that the following areas are addressed as recovery plans are developed.

- Prioritize governmental, nongovernmental, and private sector resources to meet critical needs such as accessible housing, rental assistance, debris removal, and emergency repairs for families of children with special health care needs and for individuals with disabilities and others with access and functional needs

- Provide for reunification of children with families
- Identify critical human services and ways to reestablish these services following a disaster for children and their families and for individuals with disabilities and others with access and functional needs to enable individuals to regain and maintain their previous level of independence and functioning
- Identify roles and responsibilities for supporting individuals with disabilities and others with access and functional needs during both the short- and long-term recovery process

## **Operational Area Emergency Operations Center**

In responding to emergencies, functional areas in the EOC are activated as necessary. Although all sections of the EOC team should be sensitive to functional needs, several EOC staffing functions have significant responsibilities for people with functional needs.

### ***Management***

#### **Functional Needs Coordinator**

- Evaluate operations in the context of special needs populations in the Operational Area and coordinate with all sections of the EOC to facilitate consideration of functional needs in all aspects of response and recovery planning
- Assess the impact and suitability of Action Plans and proposed activities upon persons with functional needs
- Ensure that people with functional needs receive adequate attention in planning and communication functions
- Ensure that language and disability program access and physical accessibility issues are addressed at all levels of emergency response

#### **Public Information Officer**

- Disseminate timely and accessible emergency public information using multiple methods (e.g., television, radio, Internet, sirens) to reach individuals with sensory, intellectual, and cognitive disabilities, as well as individuals with limited English proficiency and families of children with sensory and cognitive disabilities

#### **Agency Representatives**

- A Marin Interagency Disaster Coalition (MIDC) representative designated by the Center for Volunteers and Non-profit Leadership (CVNL) leads and promotes interagency coordination of services provided by member agencies

- Single agency representatives, within established policy limits, act as a liaison between their agency and the Marin Operational Area and obtain situation and status information from their agency for the Operational Area
- Agency representatives serve as the EOC communications link with the functional areas led by agencies not present in the EOC and coordinate with those who are present

## ***Operations Section***

### **Medical/Health Branch Coordinator**

- Coordinate and manage the allocation of available disaster medical and health resources to support disaster medical ,health and mental health operations in the affected area
- Determine the disaster medical ,health and mental health impact of the event on the affected population and medical and health infrastructure
- Ensure availability of necessary staff, medicines, durable medical equipment, and supplies that would be needed during an emergency for individuals with disabilities and others with access and functional needs

### **Care and Shelter Branch Coordinator**

- Ensure adequate accessible shelters that fully address the requirements of children, including those with medical needs
- Allocate adequate shelter space for families who have children with special needs (i.e., disabilities and chronic medical needs) who may need additional space for assistive devices (e.g., wheelchairs, walkers)
- Ensure the Care and Shelter annex includes mechanisms or processes for handling of and providing for unaccompanied minors in shelters
- Ensure that general population shelters are accessible (i.e. conformant with Americans with Disabilities Act Accessibility Guidelines) and are planned to address the physical, programmatic, and communications accessibility requirements of individuals with disabilities and others with access and functional needs
- Provide guidance to shelter operators on the admission and treatment of service animals

## ***Planning/Intelligence Section***

- Update demographic data on the number of individuals in the community with disabilities and others with access and functional needs, including the number of children and where they tend to be (e.g., schools, daycare facilities). See Appendix B.

### ***Logistics Section***

- Ensure availability of necessary developmentally appropriate supplies (e.g., diapers, formula, and age appropriate foods), staff, medicines, durable medical equipment, and supplies that would be needed during an emergency for children with disabilities and other special health care needs
- Direct supporting departments and agencies to furnish materials and commodities for individuals with disabilities and others with access and functional needs
- Coordination of transportation and paratransit for persons with access and functional needs

### ***Finance Administration Section***

N/A

## **Roles and Responsibilities**

### ***Office of Emergency Services***

- Ensure that individuals with functional needs are incorporated into all emergency response plans.
- Identify a Functional Needs Coordinator to provide expertise for the emergency planning process and to support the Incident Commander, the Planning Section, and/or the Operations Section during an emergency.
- Include baseline information on people with functional needs in the *Threat Summary and Assessments* section of the *Emergency Operations Plan*.
- Ensure planning groups include individuals with disabilities and others with access and functional needs, individuals with expertise in pediatric and mental health issues and relevant advocacy groups, service providers, and subject matter experts
- Include children and child congregate care settings such as school, childcare, child welfare, and juvenile justice facilities in exercises.
- Develop mechanisms or processes for the training and use of spontaneous volunteers who may offer their services to individuals with disabilities and others with functional needs to assist with physical, programmatic, and communications access and other functional needs.

### ***Department of Health and Human Services***

- Serve as proponent agency for the following plans and ensure access and functional needs are fully integrated into them:

- EOP Medical Health Annex
- EOP Care and Shelter Annex
- Develop mechanisms or processes to effectively identify children and families who will need additional assistance with their specific health-related needs in advance of, during, and following an emergency
- Develop mechanisms or processes to secure medical records to enable children with disabilities and/or other special health care needs and persons with disabilities or functional needs and acute health care needs to receive health care and sustained rehabilitation in advance of, during, and following an emergency.
- Develop mechanisms or processes to effectively identify people who will need additional assistance and their specific health-related needs in advance of, during, and following an emergency.

## References

California Code of Regulations, Title 19, Division 2, OES SEMS Regulations

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## Appendix A Functional Needs Framework

Adapted from “A Function Based Framework for Emergency Management and Planning” by J. Kailes and A. Enders.

The following needs are met through collaborations with community partners. Services are not solely provided by the County. Services are not guaranteed.

### ***COMMUNICATION NEEDS***

Who is affected	How we meet their needs
<p>Large populations who may not be able to:</p> <ul style="list-style-type: none"> <li>• Hear verbal announcements</li> <li>• See directional signage to assistance services</li> <li>• Understand how to get food, water and other assistance because of limitations in:               <ul style="list-style-type: none"> <li>○ Hearing</li> <li>○ Seeing</li> </ul> </li> <li>• Understand written or verbal announcements</li> </ul> <p>These populations will be diverse and may have:</p> <ul style="list-style-type: none"> <li>• Reduced or no ability to speak, see or hear</li> <li>• Limitations in learning and understanding</li> <li>• Limited or no ability to speak, read or understand English</li> </ul>	<p>Provide sign language interpreters and high-tech communication boards when available</p> <p>Use written notes when necessary</p> <p>Use low-tech communication boards (image-based flip charts) to communicate with individuals with speech or cognitive disabilities</p> <p>Use both language and pictograms on signage when available</p> <p>Use government TV channel</p> <p>Use 211 system</p> <p>Use social media and text messaging</p>

***MEDICAL NEEDS***

<b>Who is affected</b>	<b>How we meet their needs</b>
<p>Those who do not have or have lost adequate support from family or friends may need assistance with:</p> <ul style="list-style-type: none"> <li>• Managing unstable, chronic, terminal or contagious conditions that require observation and ongoing medical treatment</li> <li>• Managing medications, intravenous IV therapy, tube feeding and monitoring of vital signs</li> <li>• Dialysis, oxygen, and suction administration</li> <li>• Managing acute wounds</li> <li>• Operating power-dependent equipment to sustain life</li> </ul>	<p>Provide medical staff, including doctors, nurses, nurses aids, EMTs and other personnel trained to determine their level of medical assistance</p> <p>Permit personal care assistants to enter and exit shelters during extended hours</p> <p>Replace essential consumable medical supplies (CMS) such as catheter tubing, Ostomy supplies, gauze pads, etc.</p> <p>Assess needs at shelters</p> <p>Medical Reserve Corps</p>

***INDEPENDENCE MAINTENANCE***

<b>Who is affected</b>	<b>How we meet their needs</b>
<p>At-risk individuals who, when identified early and needs are addressed, avoid costly deterioration of health and mobility. Addressing needs can prevent health problems and avoid institutionalization.</p>	<p>Replace essential medications, lost or damaged durable medical equipment (DME) such as wheelchairs, scooters, walkers, etc.</p> <p>Replace essential consumable medical supplies (CMS) such as catheter tubing, Ostomy supplies, gauze pads, etc.</p> <p>Provide assistance with orientation to shelter facilities for those with visual or cognitive limitations</p>

***SUPERVISION NEEDS***

<b>Who is affected</b>	<b>How we meet their needs</b>
<p>People who:</p> <ul style="list-style-type: none"> <li>• Do not have or have lost adequate support from family or friends</li> <li>• Have conditions such as dementia, Alzheimer's, psychiatric conditions such as schizophrenia, intense anxiety, etc.</li> <li>• Decompensate because of transfer trauma and stressors that exceed their ability to cope and function in a new environment</li> </ul>	<p>Provide specially trained NGO and CBO volunteers, State FAST members, public security officers and law enforcement, private security, and emergency shelter personnel</p> <p>Permit personal care assistants to enter and exit shelters during extended hours</p> <p>Caregiver registries</p> <p>Disaster Service Workers</p> <p>Medical Reserve Corps</p> <p>Children and Family Services</p> <p>Adult Protective Services</p> <p>Mental Health Services</p>

***TRANSPORTATION NEEDS***

<b>Who is affected</b>	<b>How we meet their needs</b>
<p>People who:</p> <ul style="list-style-type: none"> <li>• Cannot drive due to disability</li> <li>• Require accessible transportation (i.e. wheelchair users)</li> </ul>	<p>Identify target populations</p> <ul style="list-style-type: none"> <li>• OES disaster registry</li> <li>• In-home supportive services</li> </ul> <p>Develop a transportation resource list</p> <p>Provide several types of evacuation and transportation assistance:</p> <ul style="list-style-type: none"> <li>• Public transportation (transit buses, light rail, school buses)</li> <li>• Paratransit service by county, city or by voluntary consortium of private paratransit providers</li> <li>• Private transportation (cars or vans driven by volunteers, or CBO or NGO personnel)</li> <li>• Emergency transportation (law enforcement or medical ambulance)</li> </ul>

## Appendix B Information Resources

Agency	Population Served	Program/Database
Marin Center for Independent Living	People with disabilities seniors	
Ritter Center	homeless, low income, poor, disabled, mentally ill, seniors, families with children	HIMS
CAM Mental Health Program	150 clients	Mental Health
CAM Head Start	200 children	childcare
CAM Child Development	200 children	childcare

## Appendix C Functional Needs Coordinator Checklist

Adapted from the City of Oakland's *Mass Care and Shelter Plan Functional Needs Annex, Public Version 1.5*, June 15, 2010.

**Reports To:** EOC Director

### Responsibilities:

- Evaluate operations in the context of special needs populations in the Operational Area and coordinate with all sections of the EOC to facilitate consideration of functional needs in all aspects of the response and recovery planning
- Assess the impact and suitability of Action Plans and proposed activities upon persons with functional needs
- Ensure that people with functional needs receive adequate attention in planning and communication functions
- Ensure that language and disability program access and physical accessibility issues are addressed at all levels of emergency response

### Activation Phase:

- Complete check-in procedure for EOC
- Consult with security
- Consult with Logistics
- Consult with Liaison Officer; receive situation and expectations briefing on:
  - Current situation
  - Known information about impacts on people with functional needs
  - Immediate tasks for the FNC
  - Mission tasking transmission to the FNC
  - Initial information required by the EOC from the FNC
  - Work space for FNC
- Consult with Planning/Intelligence regarding known information or plans that impact persons with functional needs
- Consult with Operations regarding known information or plans that impact persons with functional needs
- Analyze the situation and determine the level of required staff
- Unpack any kit materials you may have brought with you and set-up assigned work station
- Provide information to be included in the Response Information Management System (RIMS)
- Co-ordinate link-up with EOC Liaison Officer
- Obtain EOC organization chart, floor plan and telephone listing
- Review the locations and general duties of all sections, branches and units that have been activated
- Open and maintain an activity log

- Co-ordinate with EOC Operations and Logistics to facilitate the processing of mission tasking that impacts people with functional needs; advise as necessary
- Provide input to the EOC Situation Report to include any information known about impacts on people with functional needs through the Planning/Intelligence Section
- Participate in Action Planning Meetings to advise on known and potential needs impacting people with functional needs
- Provide assistance to advance planning to advise on known and potential needs impacting people with functional needs, as needed
- Provide a summary report of activities, capabilities and significant issues impacting people with functional needs at the end of each shift

**Operational Phase:**

- Co-ordinate with the appropriate EOC Sections, branches, and units to advise them of your presence and assigned work location
- Co-ordinate with the Care and Shelter Branch to identify potential mass care and shelter sites
- Ensure shelter management teams are organized; appoint a Shelter Functional Needs Coordinator (S-FNC) at each site, as necessary, in conjunction with shelter management
- Ensure that facilities are ready for occupancy
- Provide and maintain shelter and feeding areas that are free from contamination and meet all health, safety and ADA standards
- Co-ordinate with the Transportation Unit of the Logistics Section regarding transit needs of shelter residents with functional needs
- Upon relocation to work directly with a functional branch, advise the Liaison Officer of your location
- Facilitate requests for support or information on known and potential needs impacting people with functional needs; advise appropriate agencies and CBOs
- Maintain periodic updates on the general status of resources and activities associated with assisting people with functional needs
- Advise on known and potential needs impacting people with functional needs, as appropriate, to the Planning/Intelligence Section and OES Director
- Represent access and functional needs issues related to people with functional needs at planning meetings, as appropriate
- Provide update briefings about known activities impacting people with functional needs and priorities at planning meetings
- Maintain logs and files associated with the E – FNC responsibilities

**Demobilization Phase:**

- When demobilization is approved, contact agencies and/or persons who have assisted to advise them of:
- When demobilization will occur

- Whom they should contact, including a telephone number, for the completion of on-going actions or new requirements
- Ensure completion of the following activities:
  - Conclude final reports
  - Close-out activity log
  - Transfer on-going missions and/or actions to appropriate full-time staff or appropriate Disaster Field Office (DFO) staff member
  - Ensure copies of all documentation generated during the operation are submitted to the Planning/Intelligence Section
- Participate in all After-Action Reviews and be prepared to discuss:
  - General overview of the operation
  - General overview of the EOC operation
  - Procedures and concepts that worked well
  - Procedures and concepts that need to be improved
  - Provide your telephone number where you can be reached to the EOC Liaison Officer

## Appendix D: Evacuation Support Checklist

Adapted from *CPG 101 Developing and Maintaining Emergency Operations Plans 2010*

- Does the plan identify which official has the authority to order an evacuation?
- Does the plan identify the roles and responsibilities for advanced/early evacuation, which is often necessary to accommodate children with mobility issues?
- Does the plan identify the agency that has the lead role in coordinating an evacuation and ensuring children are incorporated into all evacuation considerations and planning?
- Does the plan include mechanisms or processes for providing safe evacuation/transportation assistance to unaccompanied minors?
- Does the plan include mechanisms or processes for tracking children, especially unaccompanied minors, during an evacuation?
- Does the plan include affirmative recognition of the need to keep children with disabilities with their caregivers, mobility devices, other durable medical equipment, and/or service animals during an evacuation?
- Does the plan include mechanisms or processes to ensure the availability of sufficient and timely accessible transportation to evacuate children with disabilities whose families do not have their own transportation resources?
- Does the plan identify means and methods by which evacuation transportation requests from schools, specifically schools with children who have disabilities, are collected and consolidated?
- Does the plan identify means by which incoming transportation requests will be tracked, recorded, and monitored as they are fulfilled?
- Does the plan identify accessible transportation resources (including paratransit service vehicles, school buses, municipal surface transit vehicles, drivers, and/or trained attendants) that can provide needed services during an evacuation?
- Does the plan address re-entry?
- Does the plan identify which official has the authority to order an evacuation?



- Does the plan identify the roles and responsibilities for advanced/early evacuation, which is often necessary to accommodate persons with mobility issues?
- Does the plan identify the agency that has the lead role in coordinating an evacuation and ensuring those individuals with disabilities and others with access and functional needs are incorporated into all evacuation considerations and planning?
- Does the plan include affirmative recognition of the need to keep people with disabilities with their support systems, mobility devices, other durable medical equipment, and/or service animals during an evacuation?
- Does the plan include mechanisms or processes to ensure the availability of sufficient and timely accessible transportation to evacuate individuals with disabilities and others with access and functional needs who do not have their own transportation resources?
- Does the plan identify means and methods by which evacuation transportation requests from individuals with disabilities and others with access and functional needs are collected and consolidated?
- Does the plan identify means by which incoming transportation requests will be tracked, recorded, and monitored as they are fulfilled?
- Does the plan address the evacuation and transportation of household pets from their homes or by their owners or those household pets rescued by responders to congregate household pet shelters?
- Does the plan address how owners will be informed where congregate household pet shelters are located and which shelter to use? Does the plan provide for the conveyance of household pets or service animals whose owners are dependent on public transportation?
- Does the plan address how household pets that are provided with evacuation assistance are registered, documented, tracked, and reunited with their owners if they are separated during assisted evacuations?
- Does the plan address the responsibility of transportation providers to transport service animals with their owners?

## Appendix E Access and Functional Needs Plan Review Crosswalk

Source: CPG 101 Developing and Maintaining Emergency Operations Plans

<b>Access and Functional Needs Plan Review Crosswalk</b>	Emergency Operations Plan	Access & Functional Needs Guide	Post Disaster Housing Annex	Care and Shelter Annex	Spontaneous Volunteer Annex	Tsunami Annex	Medical Health Annex	Animal Response Annex
<b><i>Incorporating Children Preparedness</i></b>								
Does the planning group include individuals with expertise in pediatric issues, as well as relevant advocacy groups, service providers, and subject matter experts?								
Does the plan include demographic data and information on the number of children and where they tend to be (e.g., schools, daycare facilities)?								
Does the plan identify the agency with the lead role for coordinating planning efforts and ensuring that children are incorporated into all plans?								
Does the plan identify support agencies to assist the lead agency in coordinating planning efforts and ensuring that children are incorporated into all plans?								
Does the plan identify a child coordinator to provide expertise for the emergency planning process and to support the Incident Commander, the Planning Section, and/or the Operations Section during an emergency?								
Does the plan include mechanisms or processes to effectively identify children and families who will need additional assistance with their specific health-related needs in advance of, during, and following an emergency?								
Does the plan include mechanisms or processes to secure medical records to enable children with disabilities and/or other special health care needs to receive health care and sustained rehabilitation in advance of, during, and following an emergency?								

<p><b>Access and Functional Needs Plan Review Crosswalk</b></p>	<p>Emergency Operations Plan</p>	<p>Access &amp; Functional Needs Guide</p>	<p>Post Disaster Housing Annex</p>	<p>Care and Shelter Annex</p>	<p>Spontaneous Volunteer Annex</p>	<p>Tsunami Annex</p>	<p>Medical Health Annex</p>	<p>Animal Response Annex</p>
<p>Does the plan identify which position/agency is authorized to direct supporting departments and agencies to furnish materials and commodities for children with disabilities and/or other special health care needs?</p>								
<p>Does the plan identify critical human services and ways to reestablish these services following a disaster for children and their families?</p>								
<p>Does the plan identify roles and responsibilities for supporting children?</p>								
<p>Does the plan prioritize governmental, nongovernmental, and private sector resources to meet critical needs such as accessible housing, rental assistance, debris removal, and emergency repairs for families of children with special health care needs?</p>								
<p>Does the plan describe vetting, training, and use of spontaneous volunteers who may offer their services to families with children?</p>								
<p>Does the plan include mechanisms or processes for provision of emergency childcare services?</p>								
<p>Does the plan include mechanisms or processes for the reunification of children with families?</p>								
<p>Do exercises include children and child congregate care settings such as school, childcare, child welfare, and juvenile justice facilities?</p>								

<p><b>Access and Functional Needs Plan Review Crosswalk</b></p>	<p>Emergency Operations Plan</p>	<p>Access &amp; Functional Needs Guide</p>	<p>Post Disaster Housing Annex</p>	<p>Care and Shelter Annex</p>	<p>Spontaneous Volunteer Annex</p>	<p>Tsunami Annex</p>	<p>Medical Health Annex</p>	<p>Animal Response Annex</p>
<p><b>Evacuation Support</b></p>								
<p>Does the plan identify which official has the authority to order an evacuation?</p>								
<p>Does the plan identify the roles and responsibilities for advanced/early evacuation, which is often necessary to accommodate children with mobility issues?</p>								
<p>Does the plan identify the agency that has the lead role in coordinating an evacuation and ensuring children are incorporated into all evacuation considerations and planning?</p>								
<p>Does the plan include mechanisms or processes for providing safe evacuation/transportation assistance to unaccompanied minors?</p>								
<p>Does the plan include mechanisms or processes for tracking children, especially unaccompanied minors, during an evacuation?</p>								
<p>Does the plan include affirmative recognition of the need to keep children with disabilities with their caregivers, mobility devices, other durable medical equipment, and/or service animals during an evacuation?</p>								
<p>Does the plan include mechanisms or processes to ensure the availability of sufficient and timely accessible transportation to evacuate children with disabilities whose families do not have their own transportation resources?</p>								
<p>Does the plan identify means and methods by which evacuation transportation requests from schools, specifically schools with children who have disabilities, are collected and consolidated?</p>								
<p>Does the plan identify means by which incoming transportation requests will be tracked, recorded, and monitored as they are fulfilled?</p>								

<p><b>Access and Functional Needs Plan Review Crosswalk</b></p>	<p>Emergency Operations Plan</p>	<p>Access &amp; Functional Needs Guide</p>	<p>Post Disaster Housing Annex</p>	<p>Care and Shelter Annex</p>	<p>Spontaneous Volunteer Annex</p>	<p>Tsunami Annex</p>	<p>Medical Health Annex</p>	<p>Animal Response Annex</p>
<p>Does the plan identify accessible transportation resources (including paratransit service vehicles, school buses, municipal surface transit vehicles, drivers, and/or trained attendants) that can provide needed services during an evacuation?</p>								
<p>Does the plan address re-entry?</p>								
<p><b>Shelter Operations</b></p>								
<p>Does the plan include mechanisms or processes for ensuring there will be adequate accessible shelters that fully address the requirements of children, including those with medical needs?</p>								
<p>Does the plan address adequate shelter space allocation for families who have children with special needs (i.e., disabilities and chronic medical needs) who may need additional space for assistive devices (e.g., wheelchairs, walkers)?</p>								
<p>Does the plan address necessary developmentally appropriate supplies (e.g., diapers, formula, age appropriate foods), staff, medicines, durable medical equipment, and supplies that would be needed during an emergency for children with disabilities and other special health care needs?</p>								
<p>Does the plan include mechanisms or processes for handling of and providing for unaccompanied minors in shelters?</p>								

<p><b>Access and Functional Needs Plan Review Crosswalk</b></p>	<p>Emergency Operations Plan</p>	<p>Access &amp; Functional Needs Guide</p>	<p>Post Disaster Housing Annex</p>	<p>Care and Shelter Annex</p>	<p>Spontaneous Volunteer Annex</p>	<p>Tsunami Annex</p>	<p>Medical Health Annex</p>	<p>Animal Response Annex</p>
<p><b>Public Information and Outreach</b></p>								
<p>Does the plan identify ways to promote personal preparedness among children, as well as their families and caregivers (including school and daycare personnel)?</p>								
<p>Does the plan identify mechanisms for disseminating timely and accessible emergency public information using multiple methods (e.g., television, radio, Internet, sirens) to reach families of children with sensory and cognitive disabilities, as well as families with limited English proficiency?</p>								
<p><b><i>Incorporating Individuals with Access and Functional Needs Preparedness</i></b></p>								
<p>Does the planning group include individuals with disabilities and others with access and functional needs, as well as relevant advocacy groups, service providers, and subject matter experts?</p>								
<p>Does the plan include a definition for “individuals with disabilities and others with access and functional needs,” consistent with all applicable laws?</p>								
<p>Does the plan include demographic data and information on the number of individuals in the community with disabilities and others with access and functional needs (using assessment and current registry data, if available)?</p>								

<p><b>Access and Functional Needs Plan Review Crosswalk</b></p>	<p>Emergency Operations Plan</p>	<p>Access &amp; Functional Needs Guide</p>	<p>Post Disaster Housing Annex</p>	<p>Care and Shelter Annex</p>	<p>Spontaneous Volunteer Annex</p>	<p>Tsunami Annex</p>	<p>Medical Health Annex</p>	<p>Animal Response Annex</p>
<p>Does the plan identify the agency with the lead role for coordinating planning efforts and ensuring that individuals with access and functional needs are incorporated into all plans?</p>								
<p>Does the plan identify support agencies to assist the lead agency in coordinating planning efforts and ensuring individuals with access and functional needs are incorporated into all plans?</p>								
<p>Does the plan identify a disability advisor to provide expertise for the emergency planning process and to support the Incident Commander, the Planning Section, and/or the Operations Section during an emergency?</p>								
<p>Does the plan include mechanisms or processes to effectively identify people who will need additional assistance and their specific health-related needs in advance of, during, and following an emergency?</p>								
<p>Does the plan include mechanisms or processes to secure medical records to enable persons with disabilities or access and functional needs and acute health care needs to receive health care and sustained rehabilitation in advance of, during, and following an emergency?</p>								
<p>Does the plan identify which position/agency is authorized to direct supporting departments and agencies to furnish materials and commodities for individuals with disabilities and others with access and functional needs?</p>								
<p>Does the plan identify critical human services and ways to reestablish these services following a disaster for individuals with disabilities and others with access and functional needs to enable individuals to regain and maintain their previous level of independence and functioning?</p>								

<p><b>Access and Functional Needs Plan Review Crosswalk</b></p>	<p>Emergency Operations Plan</p>	<p>Access &amp; Functional Needs Guide</p>	<p>Post Disaster Housing Annex</p>	<p>Care and Shelter Annex</p>	<p>Spontaneous Volunteer Annex</p>	<p>Tsunami Annex</p>	<p>Medical Health Annex</p>	<p>Animal Response Annex</p>
<p>Does the plan identify roles and responsibilities for supporting individuals with disabilities and others with access and functional needs during both the short- and long-term recovery process?</p>								
<p>Does the plan prioritize governmental, nongovernmental, and private sector resources to meet critical needs such as accessible housing, rental assistance, debris removal, and emergency repairs for individuals with disabilities and others with access and functional needs?</p>								
<p>Does the plan include mechanisms or processes for the training and use of spontaneous volunteers who may offer their services to individuals with disabilities and others with access and functional needs to assist with physical, programmatic, and communications access and other functional needs?</p>								
<p><b>Evacuation Support</b></p>								
<p>Does the plan identify which official has the authority to order an evacuation?</p>								
<p>Does the plan identify the roles and responsibilities for advanced/early evacuation, which is often necessary to accommodate persons with mobility issues?</p>								
<p>Does the plan identify the agency that has the lead role in coordinating an evacuation and ensuring those individuals with disabilities and others with access and functional needs are incorporated into all evacuation considerations and planning?</p>								
<p>Does the plan include affirmative recognition of the need to keep people with disabilities with their support systems, mobility devices, other durable medical equipment, and/or service animals during an evacuation?</p>								
<p>Does the plan include mechanisms or processes to ensure the availability of sufficient and timely accessible transportation to evacuate individuals with disabilities and others with access and functional needs who do not have their own transportation resources?</p>								



<p><b>Access and Functional Needs Plan Review Crosswalk</b></p>	<p>Emergency Operations Plan</p>	<p>Access &amp; Functional Needs Guide</p>	<p>Post Disaster Housing Annex</p>	<p>Care and Shelter Annex</p>	<p>Spontaneous Volunteer Annex</p>	<p>Tsunami Annex</p>	<p>Medical Health Annex</p>	<p>Animal Response Annex</p>
<p>Does the plan identify means and methods by which evacuation transportation requests from individuals with disabilities and others with access and functional needs are collected and consolidated?</p>								
<p>Does the plan identify means by which incoming transportation requests will be tracked, recorded, and monitored as they are fulfilled?</p>								
<p>Does the plan identify accessible transportation resources (including paratransit service vehicles, school buses, municipal surface transit vehicles, drivers, and/or trained attendants) that can provide needed services during an evacuation?</p>								
<p>Does the plan address re-entry?</p>								
<p style="text-align: center;"><b>Shelter Operations</b></p>								
<p>Does the plan include mechanisms or processes for ensuring that general population shelters are accessible and have planned to fully address the physical, programmatic, and communications accessibility requirements of individuals with disabilities and others with access and functional needs?</p>								
<p>Does the plan address the need for adequate shelter space allocation for individuals with disabilities and others with access and functional needs who may need additional space for assistive devices (e.g., wheelchairs, walkers)?</p>								
<p>Does the plan include mechanisms or processes for ensuring Americans with Disabilities Act Accessibility Guidelines govern the shelter site selection and operation?</p>								

<p><b>Access and Functional Needs Plan Review Crosswalk</b></p>	<p>Emergency Operations Plan</p>	<p>Access &amp; Functional Needs Guide</p>	<p>Post Disaster Housing Annex</p>	<p>Care and Shelter Annex</p>	<p>Spontaneous Volunteer Annex</p>	<p>Tsunami Annex</p>	<p>Medical Health Annex</p>	<p>Animal Response Annex</p>
<p>Does the plan address necessary staff, medicines, durable medical equipment, and supplies that would be needed during an emergency for individuals with disabilities and others with access and functional needs?</p>								
<p><b>Public Information and Outreach</b></p>								
<p>Does the plan identify ways to promote personal preparedness among individuals with disabilities and others with access and functional needs, as well as their families and service providers?</p>								
<p>Does the plan identify mechanisms for disseminating timely and accessible emergency public information using multiple methods (e.g., television, radio, Internet, sirens) to reach individuals with sensory, intellectual, and cognitive disabilities, as well as individuals with limited English proficiency?</p>								
<p><b><i>Incorporating Household Pets and Service Animals Preparedness</i></b></p>								
<p>Does the plan describe the partnership between the jurisdiction’s emergency management agency, the animal control authority, the mass care provider(s), and the owner of each proposed congregate household pet sheltering facility?</p>								
<p>Does the plan have or refer to an MOA/MOU or MAA that defines the roles and responsibilities of each organization involved in household pet and service animal response?</p>								
<p>Do organizations with agreed upon responsibilities in the plan have operating procedures that govern their mobilization and actions?</p>								

<p><b>Access and Functional Needs Plan Review Crosswalk</b></p>	<p>Emergency Operations Plan</p>	<p>Access &amp; Functional Needs Guide</p>	<p>Post Disaster Housing Annex</p>	<p>Care and Shelter Annex</p>	<p>Spontaneous Volunteer Annex</p>	<p>Tsunami Annex</p>	<p>Medical Health Annex</p>	<p>Animal Response Annex</p>
<p>Does the plan recommend just-in-time training for spontaneous volunteers and out-of-state responders?</p>								
<p>Does the plan encourage household pet owners and service animal owners to make arrangements for private accommodations for themselves and their household pets and service animals prior to a disaster or emergency situation?</p>								
<p><b>Evacuation Support</b></p>								
<p>Does the plan address the evacuation and transportation of household pets from their homes or by their owners or those household pets rescued by responders to congregate household pet shelters?</p>								
<p>Does the plan address how owners will be informed where congregate household pet shelters are located and which shelter to use?</p>								
<p>Does the plan provide for the conveyance of household pets or service animals whose owners are dependent on public transportation?</p>								
<p>Does the plan address how household pets that are provided with evacuation assistance are registered, documented, tracked, and reunited with their owners if they are separated during assisted evacuations?</p>								
<p>Does the plan address the responsibility of transportation providers to transport service animals with their owners?</p>								
<p><b>Shelter Operations</b></p>								
<p>Does the plan identify the agency responsible for coordinating shelter operations?</p>								

<p><b>Access and Functional Needs Plan Review Crosswalk</b></p>	<p>Emergency Operations Plan</p>	<p>Access &amp; Functional Needs Guide</p>	<p>Post Disaster Housing Annex</p>	<p>Care and Shelter Annex</p>	<p>Spontaneous Volunteer Annex</p>	<p>Tsunami Annex</p>	<p>Medical Health Annex</p>	<p>Animal Response Annex</p>
<p>Does the plan provide guidance to human shelter operators on the admission and treatment of service animals?</p>								
<p>Does the plan identify an agency in the jurisdiction that regulates nonemergency, licensed animal facilities (e.g., animal control shelters, nonprofit household pet rescue shelters, private breeding facilities, kennels)?</p>								
<p>Does the plan establish criteria that can be used to expeditiously identify congregate household pet shelters and alternate facilities?</p>								
<p>Does the plan provide guidance about utility provisions, such as running water, adequate lighting, proper ventilation, electricity, and backup power, at congregate household pet shelters?</p>								
<p>Does the plan include mechanisms or processes to reduce/eliminate the risk of injury by an aggressive or frightened animal, the possibility of disease transmission, and other health risks for responders and volunteers staffing the congregate household pet shelter?</p>								
<p>Does the plan recommend a pre-disaster inspection and development of agreements for each congregate household pet facility?</p>								
<p>Does the plan provide for the care and maintenance of each facility while in use as a shelter?</p>								
<p>Does the plan identify equipment and supplies that may be needed to operate each congregate household pet shelter, as well as supplies that household pet owners may bring with them to the congregate shelter?</p>								
<p>Does the plan provide for the physical security of each congregate household pet facility, including perimeter controls and security personnel?</p>								
<p>Does the plan provide for acceptance of donated resources (e.g., food, bedding, containers)?</p>								

<p><b>Access and Functional Needs Plan Review Crosswalk</b></p>	<p>Emergency Operations Plan</p>	<p>Access &amp; Functional Needs Guide</p>	<p>Post Disaster Housing Annex</p>	<p>Care and Shelter Annex</p>	<p>Spontaneous Volunteer Annex</p>	<p>Tsunami Annex</p>	<p>Medical Health Annex</p>	<p>Animal Response Annex</p>
<p>Does the plan provide for the acquisition, storage, and security of food and water supplies?</p>								
<p>Does the plan provide for the diverse dietary needs of household pets?</p>								
<p><b>Registration and Animal Intake</b></p>								
<p>Does the plan establish provisions for the sheltering of unclaimed animals that cannot be immediately transferred to an animal control shelter?</p>								
<p>Does the plan provide for segregation or seizure of household pets showing signs of abuse?</p>								
<p>Does the plan provide for household pet registration? Does the plan provide for installation and reading of microchip technology for rapid and accurate identification of household pets?</p>								
<p>Does the plan provide for technical consultation/supervision by a veterinarian or veterinary technician as official responders?</p>								
<p>Does the plan identify the need for all animals to have a current rabies vaccination?</p>								
<p>Does the plan provide for the case when non-eligible animals are brought to the shelter?</p>								

<p><b>Access and Functional Needs Plan Review Crosswalk</b></p>	<p>Emergency Operations Plan</p>	<p>Access &amp; Functional Needs Guide</p>	<p>Post Disaster Housing Annex</p>	<p>Care and Shelter Annex</p>	<p>Spontaneous Volunteer Annex</p>	<p>Tsunami Annex</p>	<p>Medical Health Annex</p>	<p>Animal Response Annex</p>
<p><b>Animal Care</b></p>								
<p>Does the plan provide for the housing of a variety of household pet species (e.g., size of crate/cage, temperature control, appropriate lighting)?</p>								
<p>Does the plan provide for separation of household pets based on appropriate criteria and requirements?</p>								
<p>Does the plan provide for the consultation of a veterinarian or animal care expert with household pet sheltering experience regarding facility setup and maintenance?</p>								
<p>Does the plan provide for the setup and maintenance of household pet confinement areas (e.g., crates, cages, pens) for safety, cleanliness, and control of noise level?</p>								
<p>Does the plan recommend the setup of a household pet first aid area inside each shelter?</p>								
<p>Does the plan provide for the control of fleas, ticks, and other pests at each congregate household pet shelter?</p>								
<p>Does the plan provide criteria for designating and safely segregating aggressive animals?</p>								
<p>Does the plan provide for the segregation or quarantine of household pets to prevent the transmission of disease?</p>								
<p>Does the plan recommend the relocation of a household pet to an alternate facility (e.g., veterinary clinic, animal control shelter) due to illness, injury, or aggression?</p>								

<p><b>Access and Functional Needs Plan Review Crosswalk</b></p>	<p>Emergency Operations Plan</p>	<p>Access &amp; Functional Needs Guide</p>	<p>Post Disaster Housing Annex</p>	<p>Care and Shelter Annex</p>	<p>Spontaneous Volunteer Annex</p>	<p>Tsunami Annex</p>	<p>Medical Health Annex</p>	<p>Animal Response Annex</p>
<p>Does the plan recommend providing controlled areas (indoor or outdoor) for exercising dogs?</p>								
<p>Does the plan provide for household pet waste and dead animal disposal?</p>								
<p>Does the plan provide for the reunion of rescued animals with their owners?</p>								
<p>Does the plan include mechanisms or processes to address the long-term care, permanent relocation, or disposal of unclaimed household pets?</p>								
<p><b>Public Information and Outreach</b></p>								
<p>Does the plan provide mechanisms for continually updating public statements on shelter capacity and availability as people/animals are coming to shelters?</p>								
<p>Does the plan provide for a public education program?</p>								
<p>Does the plan provide for the coordination of household pet evacuation and sheltering information with the jurisdiction’s public information officer or Joint Information Center?</p>								
<p>Does the plan provide for communication of public information regarding shelter-in-place accommodation of household pets, if available?</p>								

<p><b>Access and Functional Needs Plan Review Crosswalk</b></p>	<p>Emergency Operations Plan</p>	<p>Access &amp; Functional Needs Guide</p>	<p>Post Disaster Housing Annex</p>	<p>Care and Shelter Annex</p>	<p>Spontaneous Volunteer Annex</p>	<p>Tsunami Annex</p>	<p>Medical Health Annex</p>	<p>Animal Response Annex</p>
<p><b>Record Keeping</b></p>								
<p>Does the plan define the methods of pre- and post-declaration funding for the jurisdiction’s household pet and service animal preparedness and emergency response program?</p>								
<p>Does the plan describe how to capture eligible costs for reimbursement by the Public Assistance Program as defined in Disaster Assistance Policy (DAP) 9523.19, Eligible Costs Related to Pet Evacuations and Sheltering?</p>								
<p>Does the plan describe how to capture eligible donations for volunteer labor and resources as defined in DAP 9525.2, Donated Resources?</p>								
<p>Does the plan describe how to capture eligible donations for mutual aid resources as defined in DAP 9523.6, Mutual Aid Agreements for Public Assistance and Fire Management Assistance?</p>								