

Disaster Readiness Planning Template for Organizational and Inter-Organizational Critical Assistive Technology Use and Reuse

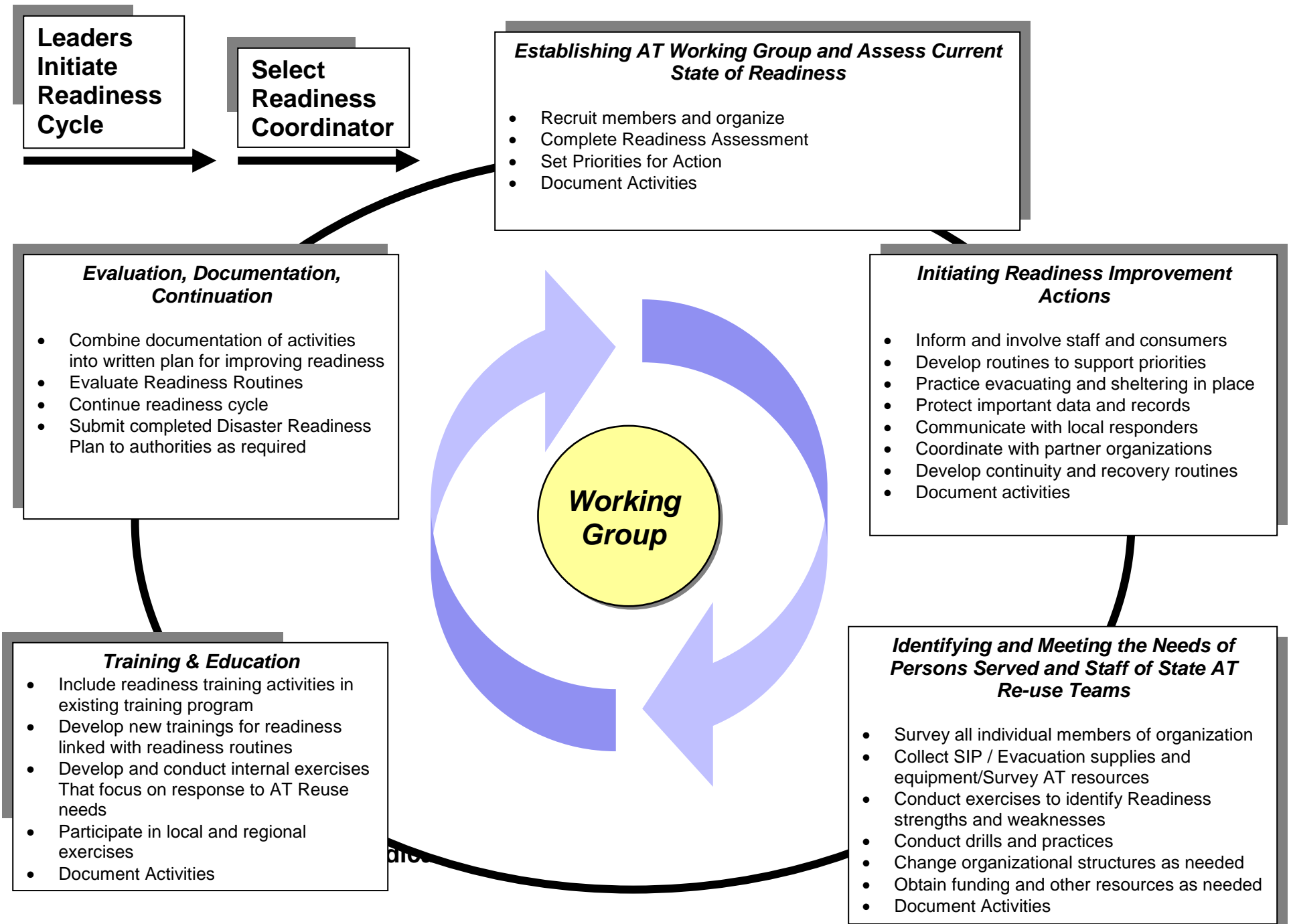


Introduction

Essential to all organizations that support individuals with access and functional needs is a disaster readiness plan that includes all elements of the organization. The attacks of 9/11, Hurricane Katrina, and the very recent natural disasters have shown service providers, community organizations, and state and regional planners, how important it is to be ready for emergencies and disasters. Providers who serve individuals with access and functional needs in community based settings, nursing homes, group homes, or other programs can reduce risks to safety and well being, by planning and collaborating with state and regional organizations, before disasters occur. Coordinating resources locally and regionally, before disasters strike, can help to restore normal routines for vulnerable populations. Following a disaster, it can be expected that the number of individuals needing assistive technology supports will far exceed the supply of resources. Establishing collaborative partnerships with state and regional AT professionals will increase awareness of existing AT Use and Re-use programs, marshal cooperative planning strategies and processes, and invite state leadership planning teams to develop actions steps to best meet the AT needs of individuals with access and functional needs following disasters.

This Readiness Planning Template is designed for persons served and the staff and management of provider organizations such as nursing homes, assisted living facilities, and other programs that provide services to people with disabilities who have access and functional needs. It focuses on helping providers start immediately to improve their readiness for emergencies and disasters. A great benefit for the organization is that you will know how ready you are to meet the AT needs of the clients you serve. This template will help providers who serve some of our most vulnerable citizens do exactly what emergency responders and planners recognize as a key component of whole community planning, which is to improve overall community readiness.

The Readiness Indicators are a series of planning questions designed to assist organizations and states recognize their organization's AT capabilities, strengths, and gaps, and to begin taking critical planning steps to develop statewide plans for response and recovery efforts in a disaster.



Assessment of Organizational AT Preparedness: Identifying Resources and Supports and Establishing Readiness Routines to Prepare for a Disaster.

The readiness indicators below will help begin the discussion of organizational readiness and preparedness.

Outcome	Status	Action Steps
The essential AT supports that are currently being used by your consumers have been identified	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	
The available redundant (replacement) AT devices within your organization have been identified	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	
Resources (AT and otherwise) that can be shared with other state agencies/partners have been identified	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	

Outcome	Status	Action Steps
Organizations and agencies have been identified that can be called upon to help meet the AT needs of your consumers during disasters and recovery	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	
Your organization has a written emergency plan that includes AT recovery and response efforts	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	
A routine and procedure has been established for AT procurement in a disaster	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	
Arrangements have been made to ensure necessary prescriptions and approvals for AT devices are available during and following a disaster	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	

Outcome	Status	Action Steps
The types of AT supports that your clients would need, if sheltering-in-place have been determined	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	
The types of AT supports that your clients would need, if evacuating from one's home or the organization has been determined	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	
A routine has been established for holding drills and exercises for AT procurement	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	
The organization has drilled and exercised procuring AT and other supports for a disaster or major emergency	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	

Outcome	Status	Action Steps
Organization has involved consumers and staff in AT readiness planning and practice	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	
Organization has included local emergency planners and responders in AT readiness planning and practice	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	
Organization has a continuity of operations plan that all staff know about and understand	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	

State Readiness Indicators

State and Regional Assistive Technology Networks and Coordinated Response: Assessment of AT Reuse Operations in Normal Times and Capacity for Response and Recovery When Disasters Strike.

The readiness indicators below will help begin the discussion of state readiness and preparedness.

Outcome	Status	Action Steps
A team of state, city, and local coordinators (including emergency managers and AT related professionals) regularly meet to coordinate AT reuse for the state	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	
Organizations active in reuse in the state have been identified, including charities, vendors, and for-profit organizations (ex. equipment manufacturers)	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	
Organizations have established partnerships and formal agreements (MOUs), both within and across state lines, to provide AT support and resources as needed	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	

Outcome	Status	Action Steps
The most common AT equipment needed in the event of an emergency has been identified	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	
There is a written emergency plan for AT recovery and response efforts for the state	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	
A routine and procedure for AT reuse has been established for the state	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	
The AT reuse procedure has been tested in a disaster and an assessment was performed to identify problems concerning the performance of the network in disasters	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	

Outcome	Status	Action Steps
A regional plan for coordinating efforts in several states to meet AT response and recovery needs has been established	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	
There are policies and procedures to provide AT for the state and region in non-disaster times to allow preparedness efforts to be part of normal routines	<input type="checkbox"/> In progress <input type="checkbox"/> Completed <input type="checkbox"/> N/A	