

November 23, 2009

Dear Disaster and Emergency Services Coordinator,

We send you good news as you begin planning to update your jurisdiction's emergency operations plan. The Governor's Office of Community Service is creating a toolkit to assist you with inclusion of special needs populations in emergency planning. The toolkit will include best practices, lessons learned, planning guides, preparedness brochures and Internet resources. We need your ideas too.

Members of and advocates for special needs populations should be included in all phases of emergency management. Considering the needs of all populations is essential to a state or local jurisdiction's success in planning for and preparing all of its citizens.

In an effort to increase our statewide preparedness outreach and to produce the most useful toolkit possible, we are looking to expand consultation and outreach on the special needs populations planning toolkit. This is where we need you. The toolkit is currently being piloted in Lewis and Clark County and we are seeking five other Local Emergency Planning Committees to pilot the toolkit prior to its statewide release in June 2010. Please see the attached documents for a description of the pilot program, letter of interest and progress report form.

The Governor's Office of Community Service and Montana Disaster and Emergency Services look forward to supporting your efforts of creating an inclusive emergency management strategy. This pilot program affords you an opportunity to test inclusion strategies and outcomes for citizens with special needs. It's also an opportunity to jumpstart the mandated update of your jurisdiction's emergency operations plan which must include planning for special needs populations.

If you are interested in participating in the pilot program, please complete and return the attached letter of interest or contact Mikelle Joki at the Governor's Office of Community Service at (406) 444-1745 or (406) 444-9077 by December 18, 2009. We look forward to hearing from you and working together to include special needs populations in emergency planning across the state.

Sincerely,

Ken Mesch, Director
Disaster and Emergency Services

Jan Lombardi, Director
Governor's Office of Community Service

Special Needs Populations Planning Toolkit Pilot Program Description

The Governor's Office of Community Service is creating a toolkit to assist you with inclusion of special needs populations in emergency planning. The toolkit will include best practices, lessons learned, planning guides, preparedness brochures and Internet resources. The toolkit is currently being piloted in Lewis and Clark County and we are seeking five other Local Emergency Planning Committees to pilot the toolkit prior to its statewide release in June 2010. Participating in the pilot program affords local Disaster and Emergency coordinators the opportunity to gain a jumpstart on the mandated update of their jurisdiction's emergency operations plans which must include planning for special needs populations.

- Participants must represent a Local Emergency Planning Committee.
- Letters of interest are due to the Governor's Office of Community Service by **December 18, 2009**.
- Representatives from the Governor's Office of Community Service will travel to the participating jurisdictions to present the toolkit and explain pilot program activities.

Governor's Office of Community Service
Governor Brian Schweitzer
Attn: Mikelle Joki
P.O. Box 200801
Helena, Montana 59620-0801
Phone: (406) 444-1745 or 9077
Fax: (406) 444-4418
mjoki2@mt.gov

Pilot Program Activities and Completion Timeframes

The pilot program participant will:

- Assess toolkit, put tools into practice and provide feedback in pilot program progress report
 - Progress report due **March 19, 2010** to ensure feedback is incorporated into the toolkit before its statewide release
 - Additional feedback after March 19 will be accepted and appreciated

- Hold at least one Map Your Neighborhood (MYN) training organized through the Governor's Office of Community Service
 - Your MYN training can be open to the public or targeted to a specific special needs population audience of your choosing
- Create a Special Needs Populations Planning subcommittee to your Local Emergency Planning Committee (LEPC)
 - Subcommittee members will take the lead in implementing the toolkit. If applicable, one member of subcommittee must be a representative from the local Citizen Corps Council
- Identify and contact at least **five** special needs populations' service providers or advocacy organizations. Considering your jurisdiction's demographics, the five contacts should be to a range of organizations who serve
 - *people with disabilities*
 - *the elderly*
 - *children*
 - *people from diverse cultures*
 - *people who have limited English proficiency or are non-English speaking*
 - *people who are transportation disadvantaged or*
 - *other special needs populations in your jurisdiction*
- Build a database of your **five** contacts while testing the functionality of the database template included in the toolkit
- Survey your **five** contacts through a phone call, personal meeting, or by using the sample survey included in the toolkit
 - *Do they know who you are and what you do?*
 - *Does their organization have an emergency plan in place?*
 - *Are they willing to be a partner in emergency planning for special needs populations?*
- Evaluate the change in involvement of your **five** contacts in the update of your emergency operations plans
 - Did your outreach lead to more/same/less input from special needs populations' members, service providers and advocates?

About the Governor's Office of Community Service:

The Governor's Office of Community Service works with the Governor-appointed Montana Commission on Community Service to promote service and volunteerism in Montana.

The Governor's Office of Community Service seeks to:

- Encourage citizens of all ages and backgrounds to engage in service
- Involve youth in the life and work of communities
- Expand volunteer opportunities for all Montanans

The Office administers the AmeriCorps State national program and the Citizen Corps program, a Homeland Security program for emergency preparedness. It also provides a comprehensive array of technical assistance and support services to organizations working in the areas of community service and civic engagement across Montana.

About Map Your Neighborhood:



"Map Your Neighborhood" (MYN) is a program designed to help neighborhoods prepare for disasters.

MYN will help you to:

- Learn the **"9 Steps to Take Immediately Following a Disaster"** to secure your home and to protect your neighborhood.
- Identify the **Skills and Equipment** each neighbor has that would be useful in an effective disaster response.
- Create a **Neighborhood Map** identifying the locations of natural gas and propane tanks for quick response if needed.
- Create a **Contact List** that helps identify those with specific needs such as the elderly, people with disabilities, or children who may be home alone during certain hours of the day.

**Special Needs Populations Planning Toolkit Pilot Program
Letter of Interest**

Please complete the following:

I would like to be considered for participation in the toolkit pilot program

Yes

No

Local Emergency Planning Committee

Contact Name

Street Address

PO Box

City

County/Indian Nation

State

Zip Code

Phone Number

Email

Montana Disaster and Emergency Services District

Local Citizen Corps Council

Local Citizen Corps Council Contact

Phone Number

Email

Please email, mail or fax your completed application by **December 18, 2009** to
Governor's Office of Community Service
Governor Brian Schweitzer
Attn: Mikelle Joki
P.O. Box 200801
Helena, Montana 59620-0801
Phone:(406) 444-1745 or 9077 Fax: (406) 444-4418 mjoki2@mt.gov



Special Needs Populations Planning Toolkit Pilot Program Progress Report Form

Please complete the following and return by **March 19, 2010**:

**Governor's Office of Community Service
Governor Brian Schweitzer
Attn: Mikelle Joki
P.O. Box 200801
Helena, Montana 59620-0801
Phone: (406) 444-1745 or 9077
Fax: (406) 444-4418
mjoki2@mt.gov**

Discuss the following program activity:

- Assess toolkit, put tools into practice and provide feedback in pilot program progress report

Were there any tools that were particularly useful? There are several step-by-step planning guides in the toolkit, which one(s) did you use?

Discuss the following program activity:

- Hold at least one Map Your Neighborhood (MYN) training organized through the Governor's Office of Community Service

When and where was your MYN training held? Was the training open to the public or targeted at a specific population? Who was involved in the organization of the training?

Discuss the following program activity:

- Create a Special Needs Populations Planning subcommittee to your Local Emergency Planning Committee (LEPC)

Did your LEPC create a subcommittee? Which LEPC members (and the organizations they represent) are on the subcommittee?

Discuss the following program activity:

- Identify and contact at least **five** special needs populations' service providers or advocacy organizations. Considering your jurisdiction's demographics, the five contacts should be to a range of organizations who serve

What organizations did you contact? What special needs population(s) do they each represent?

Discuss the following program activity:

- Build a database of your **five** contacts while testing the functionality of the database template included in the toolkit

Did you build a database? Would a database like the template included in the toolkit be useful to your LEPC/emergency coordinator?

Discuss the following program activity:

- Survey your **five** contacts through a phone call, personal meeting, or by using the sample survey included in the toolkit

What survey method did you use? If the toolkit survey sample was used, was it helpful? Would you add/delete any survey questions?

Discuss the following program activity:

- Evaluate the change in involvement of your **five** contacts in the update of your emergency operations plans

Did your outreach lead to more/same/less input from special needs populations' members, service providers and advocates?

Additional Comments: