



# PLUMAS COUNTY ACCESS AND FUNCTIONAL NEEDS COMMITTEE



## Governing Document

### I. MISSION

Our mission is to enhance the preparation and abilities of individuals with disabilities or access and functional needs (AFN) to survive and recover from emergencies and disasters.

### II. PURPOSE OF COMMITTEE

*Access and Functional Needs:* The term “access and functional needs” refers to a set of broad, cross-cutting access and function-based needs. Access-based needs require ensuring that resources are accessible to all individuals. Function-based needs refer to restrictions or limitations an individual may have that require additional assistance before, during, and/or after an emergency.

The AFN committee may provide input on the county’s Emergency Operation Plan regarding the inclusivity of the AFN population. The members of the AFN committee will endeavor to assist with emergency preparedness within the population they serve and their organization. The AFN committee will collaborate as a group to provide county emergency management guidance and insight in mitigation, preparedness, response, and recovery efforts of emergencies affecting the communities of Plumas County. Trained members of the AFN committee may assist in a response as liaison in the county Emergency Operations Center as deemed appropriate by the Chair and county emergency management.

### III. MEMBERSHIP

The members of the AFN Committee shall be any non-government organization (NGO), government organization or entity that has a connection to AFN population and/or the population served by organization/entity is the access and functional needs population.

There shall be 2-3 members on the committee who are a part of the AFN population. An AFN committee member may nominate a person who has an access and/or functional need to be on the committee. Once an individual has been nominated then a sub-committee will be formed to conduct an informal interview with the nominator and nominate to determine appropriateness. The person with AFN attributes may provide insight regarding emergency preparedness, response, and recovery for the county from the perspective of someone with access and functional needs.

### IV. OFFICERS

The officers of the AFN Committee shall be a Chair, Vice Chair and Secretary. Vice Chair and Secretary are volunteer positions. Ideally, each term is a two-year commitment. However, as these positions are volunteers, if someone is unable to commit to a full two year, then a one-year commitment may be acceptable.



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A. The Chair shall be filled by a member of Plumas County Public Health Agency for an indefinite term.

B. The Vice Chair is a two-year term and may fill the role for a maximum of two consecutive terms for a total of four years.

C. The Secretary is a two-year term and may fill the role for a maximum of two consecutive terms for a total of four years.

### **V. DUTIES OF OFFICERS**

A. The Chair shall preside over all meetings of the AFN committee and will be a spokesperson for the committee.

B. The Vice Chair shall assume the duties of Chair in the absence of the Chair and shall render assistance as requested by the Chair.

C. The Secretary shall take minutes for AFN meetings, ensure updated contact list, and assist with quarterly AFN newsletters.

### **VI. Leadership Team**

The leadership team will comprise of the Chair, Vice-Chair, Secretary and representative of Plumas County OES (county emergency management).

### **VII. MEETINGS**

Regular meetings of the AFN committee shall be held quarterly (4) per year, or more often as deemed necessary. In addition, the Leadership team will meet quarterly (4) per year prior to the committee meeting, or more often as deemed necessary.

### **VIII. ATTENDANCE**

Members are encouraged to attend all meetings. Members shall attend at least fifty percent of the meetings held during any consecutive twelve-month period.

### **IX. COMMUNICATION**

The California Health Alert Network (CAHAN) is the official public health alerting and notification program for California. The program allows for information sharing with and between federal, state, tribal, and local partners across public health, environmental health, emergency medical services, healthcare, and emergency response.

CAHAN is designed for emergency preparedness information sharing, distribution of pertinent public health related events and alerting materials, dissemination of treatment and prevention



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guidelines, coordinated disease investigation efforts, preparedness planning, and other initiatives that strengthen state and local preparedness.

CAHAN will be used by the Plumas County AFN Committee to assist with communication and situational awareness in emergencies as deemed necessary by the Chair.

### **X. TRAINING**

Every member of the committee should complete the following training:

IS 700- NIMS

ICS 100- Introduction to the Incident Command System

ICS 200- Basic Incident Command System for Initial Response

IS-2200: Basic Emergency Operations Center Functions

All of the trainings are on-line through FEMA:

<https://training.fema.gov/emiweb/is/icsresource/trainingmaterials/>

A FEMA student ID must be obtained to complete trainings. <https://cdp.dhs.gov/FEMASID>

To serve in the county EOC as a liaison on behalf of the AFN committee the above training MUST be completed.