

VULNERABLE POPULATION IDENTIFICATION FOR EMERGENCIES  
SUBMISSION CHECKLIST



Action Requirement	Completed (Y/N)	Additional Details <b>(Please write directly in the boxes below)</b>
<p><b>Implemented a campaign to sign up residents with disabilities and other access and functional needs through “Register Ready”</b></p>		<p>(Please share details on what your town did to identify community members with access &amp; functional needs so that they can be registered in Register Ready; a brief explanation of how your town has publicized Register Ready’s registration process and how often this publicizing happens; #'s of new registrants from a recent query.)</p>
<p><b>OR - Created a similar database of residents with disabilities and other access and functional needs, their location and needs</b></p>	Y	<p>(Please share details on what your town did to identify community members with access &amp; functional needs so that they can be registered for the program; a brief explanation of how your town has publicized the registration process and how often this publicizing happens; #'s of new registrants; where the database will be stored; how it will be maintained.)</p> <p>The Mountain Valley Emergency Communications Center, which provides 9-1-1 dispatch services for the City of Summit, Borough of New Providence and Township of Millburn, uses Smart911, the national public safety service to enhance 9-1-1 emergency services. Smart911 allows citizens to create a Safety Profile at <a href="http://smart911.com">smart911.com</a> for their household that includes any information they want 9-1-1 and response teams to have in the event of an emergency. When a citizen makes an emergency call, their Safety Profile is automatically displayed to the 9-1-1 call taker, allowing them to send the right response teams to the right location with the right information. The city publicized this information to residents on social media, and periodically posts on social media to promote the program. The database of participants is stored and maintained with the emergency communications center.</p> <p>The Summit Police Department launched Summit PD CARES, a community outreach initiative, in April 2017. The program was designed after several months of research, training, and collaboration with community partners and was created to help foster strong relationships and communication with Summit residents diagnosed with Autism, Alzheimer’s, and dementia. Summit PD CARES is a modular program encompassing four unique services: CARES Registration, Smart911, CARES Sticks!, and Project Lifesaver. The program was publicized through media outreach, social media, and the city website, and is continually publicized through social media. The database of participants is stored and maintained with the Police Department.</p>
<p><b>Developed a process to keep the database (“Register Ready or</b></p>	Y	<p>(Please share details how the list of Register Ready (or similar database) registrants from your town is maintained, for example, staff assigned to</p>

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<p><b>similar) updated</b></p>		<p>oversee the process, coordination with County OEM/AFN coordinators.)</p> <p>The City of Summit conducts regular publicizing of both programs to promote their services to residents</p>
<p><b>Created a list of stakeholders with access to vulnerable residents that can help get word out to vulnerable residents</b></p>	<p>Y</p>	<p>(Please share where it will be housed, who has access, examples of the general categories of stakeholders included (i.e. homeless shelter and hospital managers, church/synagogue/mosque leaders, civic association leaders, senior center managers, etc.)</p> <p>The City of Summit Public Information Office has a list of stakeholders with access to vulnerable residents, such as local hospitals, leaders of local houses of worship, the Department of Community Programs, and SAGE Eldercare.</p>
<p><b>Developed a process to keep the stakeholder list updated</b></p>	<p>Y</p>	<p>(Please share details such as staff responsible, relevant protocol, etc.)</p> <p>As the Chief Communications Officer and Public Information Associate communicate and interact with different city departments, city businesses, and other stakeholders, they work to gather more contacts for this list.</p>
<p><b>OPTIONAL: Used appropriate alternative communication formats during a public emergency announcement</b></p>		<p>(Please include examples of when, where, and which formats were used.)</p>