

VULNERABLE POPULATION IDENTIFICATION FOR EMERGENCIES SUBMISSION CHECKLIST



Action Requirement	Completed (Y/N)	Additional Details (Please write directly in the boxes below)
Implemented a campaign to sign up residents with disabilities and other access and functional needs through "Register Ready"	Y	<p>(Please share details on what your town did to identify community members with access & 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>Hillsborough sends out emails via the Township e-News usually twice a year, once before Hurricane season and once before the winter storm season. The Township also makes announcements at Township Committee meetings as well. Brochures are distributed by the Hillsborough Social Services. As of September 5, 2019 there are seventy residents registered and three facilities.</p>
<p>*A substitute for Step 1 (above):</p> <p>Created a similar database of residents with disabilities and other access and functional needs, their location and needs</p>		<p>(Please share details on what your town did to identify community members with access & 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>
Developed a process to keep the database ("Register Ready or similar) updated	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 oversee the process, coordination with County OEM/AFN coordinators.)</p> <p>The Hillsborough OEM Director and OEM Deputy Director maintain the Hillsborough Register Ready list and are actively working with local, County and State officials.</p>
Created a list of stakeholders with access to vulnerable residents that can help your town get word out to vulnerable residents. Stakeholders include (homeless shelter/senior center/hospital managers; faith based/civic association leaders, etc.)	Y	<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>*This is not about who has access to Register Ready registrants. This is specifically about other ways the town has to reach vulnerable residents BEYOND Register Ready.*</p> <p>The Hillsborough OEM Director and OEM Deputy Director both have access to the Hillsborough Register Ready list and maintain a list of stakeholders with access to vulnerable residents to get the word out. The OEM Deputy Director also serves as the Township Clerk and</p>

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		<p>Communications Director. She is responsible for sending out alerts via Swiftreach 911 Notification System.</p> <p>The Categories of Stakeholders are as follows:</p> <p>Adult Daycare / Work Centers</p> <p>Associations (55+)</p> <p>Group Home Operators</p> <p>Houses of Worship</p> <p>Senior Activity Centers</p> <p>Senior Living Facilities</p> <p>Urgent Care</p>
Developed a process to keep the stakeholder list updated	Y	<p>(Please share details such as staff responsible, relevant protocol, etc.)</p> <p>The Hillsborough OEM Director and OEM Deputy Director keep the stakeholder list updated and do outreach drives twice a year, once before Hurricane season and once before the winter storm season.</p>
OPTIONAL: Used appropriate alternative communication formats during a public emergency announcement		<p>(Please include examples of when, where, and which formats were used.)</p>