**Project Title: Participatory mapping to identify and support at-risk populations in emergency preparedness**

**Interview guide – June 8, 2018**

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**Interview Guide for Community Leaders**

In this project, the Harvard T.H. Chan School of Public Health's Emergency Preparedness Research, Evaluation & Practice Program seeks to engage community leaders who can provide information on local vulnerabilities, potential risks across segments of the population, and available assets in the community. This information will be used to enhance the ability of local practitioners and policy makers to apply effective methods at identifying vulnerable and at-risk populations and increase the ability of these populations to prepare for, withstand, and recover from public health emergencies and disasters.

Your participation is voluntary. Your participation in this process will entail becoming familiar with our research and participating in a group interview of approximately 120 minutes in length. You are free to skip any questions that you do not feel comfortable answering. With your permission, the group interview will be tape-recorded to facilitate collection of information, and later transcribed for analysis. None of the information will be reported in any way that will permit you to be identified. De-identified interview transcripts will be stored on the principal investigator’s and senior manager’s encrypted computer to keep the data secure. If you choose to participate, you may change your mind and leave the study at any time. Refusal to participate or discontinuing your participation will involve no penalty or loss of benefits to which you are otherwise entitled. We do not anticipate any reasonably foreseeable risks/discomforts to the prospective participants. There are no direct benefits to participating in the study. However, we believe the results of this study will help us improve and develop tools that will reduce the emergency management system burden associated with preparedness efforts and have a concrete impact on the response to public health emergencies.

This research has been reviewed by Harvard T.H. Chan School of Public Health's Institutional Review Board. If you wish to speak with someone from the IRB, please contact the Office of Human Research Administration (OHRA) at 617-432-2157 (or toll-free at 1-866-606-0573) or 90 Smith Street, Boston, Massachusetts 02120 for any of the following:

* If your questions, concerns, or complaints are not being answered by the research team,
* If you cannot reach the research team,
* If you want to talk to someone besides the research team,
* If you have questions about your rights as a research participant, or
* If you want to get information or provide input about this research.

Your signature below indicates you have read the information and you have agreed to participate in the project. Alternatively, a response to the invitation by e-mail will be the proof of consent to participate. Your oral consent will also be recorded at the beginning of the phone interview.

If you have any questions please contact the Harvard T.H. Chan School of Public Health Principal Investigator Dr. Elena Savoia via phone: 617-384-9055 or e-mail: [esavoia@hsph.harvard.edu](mailto:esavoia@hsph.harvard.edu)

Thank you

**Statement of Consent**

With full knowledge of all foregoing, I agree, of my own free will, to participate in this study.

\_\_\_\_ YES \_\_\_ NO

I agree to have my interview tape recorded.

\_\_\_\_ YES \_\_\_ NO

I agree to the use of anonymous quotations in any thesis or publication that comes of this research.

\_\_\_\_ YES \_\_\_ NO

Participant’s Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Community Leader Group Interview**

From now on we will ask you to tell us about your community. You were invited to this meeting because recognized as a community leader, as a community leader you are knowledgeable about the needs and behaviors in your community. We seek your help in understanding the community you are knowledgeable about. A community can be defined by a geographic area, ethnicity or any other characteristic that defines a segment of the population. As a first step we would like you to define the community you will be give us information about during this interview/survey. Please use the following criteria below to define the community:

* Geography:
* Ethnicity:
* Other characteristics:

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| Community Leader Demographics |
| 1. Please enter the name of the city/county that the organization or agency you work for serves *[open-ended question]* 2. What is the name of your organization or agency? *[open-ended question]* 3. What is your title or role in the organization or agency? *[open-ended question]* 4. Please describe the group of people or specific population your organization serves, supports or helps?   *[open-ended question]*   1. Approximately how many people does your organization serve?  * Under 10 * 10 - 49 * 50 - 99 * 100 to 199 * 200 – 499 * Over 500 |

**Topic A: Emergency Risk-Communication**

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| We would like to know what makes it hard to share information with your community and find ways to get around those communication barriers. | | | Can you answer this question accurately for your community members? |
| 1. *(ACCESS TO KNOWLEDGE)* What are the 3 best ways to communicate important information to your community members in an emergency?  * Face-to-face (at a group gathering or one-on-one) * Social media (Facebook, Twitter or others) * Website * E-mail * Phone tree (from list maintained by your organization) * Reverse 911 phone text or announcement * Megaphone by car cruising the street * Door to door * Written flyer or poster * TV or radio * Newspaper * Other [open-ended question] | | | Yes No |
| 1. *(ACCESS TO KNOWLEDGE)* What methods of communication would NOT work to reach them? Please check all that apply:  * Face-to-face (at a group gathering or one-on-one) * Social media (Facebook, Twitter or others) * Website * E-mail * Phone tree (from list maintained by your organization) * Reverse 911 phone text or announcement * Megaphone by car cruising the neighborhood * Door to door * Written flyer or poster * TV or radio * Newspaper * Other [open-ended question] | | | Yes No |
| 1. *(ACCESS TO KNOWLEDGE)* How likely are members of your group to have a phone landline at home?   *(Likert scale: very likely, somewhat likely, unlikely)*   1. *(ACCESS TO KNOWLEDGE)* How likely are members of your group to have a cell phone? *(Likert scale: very likely, somewhat likely, unlikely)* 2. *(ACCESS TO KNOWLEDGE)* What lists could you have access to reach your community members?  * Phone tree * E-mail list * List of street addresses * Other: | | | Yes No  Yes No  Yes No |
| 1. *(ACCESS AND VALIDATE NEW KNOWLEDGE)* What are the 3 best locations to share information with your community members about preparing for an emergency?   In-person Flyer/Poster | | | Yes No |
| Church or house of worship |  |  | Yes No |
| Community center |  |  |
| Local association |  |  |
| Community programs |  |  |
| Health care providers |  |  |
| School teachers, school officials |  |  |
| Day care centers |  |  |
| Stores (grocery, gas station) |  |  |
| Barber shop/beauty salon |  |  |
| Bus or train station |  |  |
| Post office |  |  |
| Library |  |  |
| Restaurants/café/coffee shop |  |  |
| Barber shop/beauty salon |  |  |
| Door-to-door |  |  |
| Other: |  |  |
| 1. *(ACCESS AND VALIDATE NEW KNOWLEDGE)* What social media are most used for routine communication by members of your community?  * Facebook * Twitter * Instagram * Whatsapp * Other *[ open-ended question ]*  1. *(ACCESS AND VALIDATE NEW KNOWLEDGE)* What Facebook page do members of your community use to stay informed about local news? *[enter FB page link]* 2. *(ACCESS AND VALIDATE NEW KNOWLEDGE)* Provide the link of any other social media that is used to stay informed about local news *[ enter links]* | | | Yes No  Yes No  Yes No |
| 1. *(ACCESS AND VALIDATE NEW KNOWLEDGE)* What TV or radio stations are most frequently used by members of your community to receive information about current events?   *[enter the station name(s)]*   1. *(ACCESS AND VALIDATE NEW KNOWLEDGE)* What radio stations are most frequently used by members of your community to receive information about current events? *[enter the station name(s)]* | | | Yes No  Yes No |
| 1. *(ACCESS AND VALIDATE NEW KNOWLEDGE)* What EVENTS would be best to distribute educational material on how to prepare for an emergency to members of your community?  * Health fairs [specify] * Events hosted by the police or fire department * Community fairs or festivities [specify] * Events at senior centers * Events organized by the city or town * School events [specify] * Religious events * Other *[ open-ended question ]* | | | Yes No |
| 1. *(CULTURAL FACTOR)* Please list the languages used by your community members *[open-ended question]* 2. *(ACCESS KNOWLEDGE)* How likely are your members able to read a printed flyer in English or other languages? [list in what languages]   *(Likert scale: very likely, somewhat likely, unlikely)*   1. *(COMMUNITY ASSET)* Do you know group members who could serve as interpreters in a disaster or emergency? *[yes/no]* | | | Yes No  Yes No  Yes No |
| 1. *(COMMUNITY ASSET)* Other than the Council on Aging, do you know of any place that provides adult day care services or works with the elderly in your community *[open-ended question]* | | | Yes No |

**Topic B: Evacuation**

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| We would like to know what could make it hard for members of your community to evacuate their homes if necessary, and find ways to get around these barriers. | Can you answer this question accurately for your group members? |
| 1. How do most members of your group get from place to place when travelling outside of their immediate neighborhood?  * Public transportation (i.e. bus, train) * Taxi * Uber or similar * Own car or truck * Walking * Ride from family or friend * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  1. *(COMMUNITY ASSET)* What organizations in your group have vehicles (i.e. vans or buses) that could be used to evacuate people? *[enter the names of organizations]* | Yes No  Yes No |
| 1. *(COMMUNITY ASSET)* Are there veterinarians in your group that could be engaged in emergency situations? *[enter the names of vets]* 2. *(COMMUNITY ASSET)* Are there kennels or other animal boarding facilities in your community that could help in an emergency if people were asked to leave their homes and pets? *[enter the names of facility]* | Yes No  Yes No |
| 1. *(COMMUNITY ASSET)* Please list 3 important values that characterize the culture of your community   Value 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Value 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Value 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. What are the 3 most important things that your community members will need if they need to evacuate their home and relocate to a shelter?   1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes No  Yes No |

**Topic C: Mass Sheltering**

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| We would like to know what would make it hard for your community members to go to a disaster shelter, and find ways to get around some barriers. | Can you answer this question accurately for your group members? |
| At a disaster shelter, residents may expect a safe, clean environment that provides food and water, a place to sleep, and information about the disaster.   1. *(COMMUNITY ASSET)* What non-governmental resources within your community might be available to support these shelter needs (food and water, safety, cleaning, and information)?   *[enter names of people or organizations]* | Yes No |
| 1. *[CULTURAL FACTOR]* In your community, what words could be used instead of “shelter” to describe a safe place to go in an emergency? *[open-ended question ]* | Yes No |

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| Topic D: TRUST |
| We would like to know the best organization person to deliver information in the event there is an emergency.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 1. ***[LOCAL RELATIONSHIPS]* To the best of your knowledge how much trust do your community members have in the following organizations/people?** | | | | | **Can you answer this question accurately for your community members?** | | 1. **Federal government in Washington** | A great deal of trust | A fair amount of trust | Not very much trust | No trust at all | Yes No | | 1. **Local city officials (i.e. mayor, city councilors)** | A great deal of trust | A fair amount of trust | Not very much trust | No trust at all | Yes No | | 1. **Local police or fire department** | A great deal of trust | A fair amount of trust | Not very much trust | No trust at all | Yes No | | 1. **Local religious leaders** | A great deal of trust | A fair amount of trust | Not very much trust | No trust at all | Yes No | | 1. **School teachers or school administration** | A great deal of trust | A fair amount of trust | Not very much trust | No trust at all | Yes No | | 1. **Healthcare providers (doctors, nurses, hospitals, clinics)** | A great deal of trust | A fair amount of trust | Not very much trust | No trust at all | Yes No | | 1. **Local associations serving the community** | A great deal of trust | A fair amount of trust | Not very much trust | No trust at all | Yes No | | 1. **Red Cross** | A great deal of trust | A fair amount of trust | Not very much trust | No trust at all | Yes No | | 1. **Salvation Army** | A great deal of trust | A fair amount of trust | Not very much trust | No trust at all | Yes No | | 1. **Emergency Management** | A great deal of trust | A fair amount of trust | Not very much trust | No trust at all | Yes No | | 1. **Council on Aging** | A great deal of trust | A fair amount of trust | Not very much trust | No trust at all | Yes No | | 1. **Social Media (Twitter or Facebook)** | A great deal of trust | A fair amount of trust | Not very much trust | No trust at all | Yes No | | 1. **Radio** | A great deal of trust | A fair amount of trust | Not very much trust | No trust at all | Yes No | | 1. **TV** | A great deal of trust | A fair amount of trust | Not very much trust | No trust at all | Yes No | | 1. **Newspapers** | A great deal of trust | A fair amount of trust | Not very much trust | No trust at all | Yes No | | 1. **Department of Public Health** | A great deal of trust | A fair amount of trust | Not very much trust | No trust at all | Yes No | | 1. **Military (Army, National Guard)** | A great deal of trust | A fair amount of trust | Not very much trust | No trust at all | Yes No | | ***Please add any other type of organization of channel of communication your community trust:*** | | | | |  |  |  | Yes No | |

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| CLOSING  Thank you very much for your time and thoughts! |
| 1. Is there anything else you think we should know that would help us with emergency preparedness planning for your community members?   *[open ended question]* |