

Project Title: Participatory mapping to identify and support at-risk populations in emergency preparedness**Interview guide – June 8, 2018****Elena Savoia, MD, MPH**
Harvard T.H. Chan School of Public Health
esavoia@hsph.harvard.edu**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.

Public reporting burden of this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-1154).

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

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:

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]
5. **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

We would like to know what makes it hard to share information with

Can you answer this

your community and find ways to get around those communication barriers.	question accurately for your community members?
<p>6. (ACCESS TO KNOWLEDGE) What are the 3 best ways to communicate important information to your community members in an emergency?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Face-to-face (at a group gathering or one-on-one) <input type="checkbox"/> Social media (Facebook, Twitter or others) <input type="checkbox"/> Website <input type="checkbox"/> E-mail <input type="checkbox"/> Phone tree (from list maintained by your organization) <input type="checkbox"/> Reverse 911 phone text or announcement <input type="checkbox"/> Megaphone by car cruising the street <input type="checkbox"/> Door to door <input type="checkbox"/> Written flyer or poster <input type="checkbox"/> TV or radio <input type="checkbox"/> Newspaper <input type="checkbox"/> Other [open-ended question] 	<p>Yes No</p>
<p>7. (ACCESS TO KNOWLEDGE) What methods of communication would NOT work to reach them? Please check all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Face-to-face (at a group gathering or one-on-one) <input type="checkbox"/> Social media (Facebook, Twitter or others) <input type="checkbox"/> Website <input type="checkbox"/> E-mail <input type="checkbox"/> Phone tree (from list maintained by your organization) <input type="checkbox"/> Reverse 911 phone text or announcement <input type="checkbox"/> Megaphone by car cruising the neighborhood <input type="checkbox"/> Door to door <input type="checkbox"/> Written flyer or poster <input type="checkbox"/> TV or radio <input type="checkbox"/> Newspaper <input type="checkbox"/> Other [open-ended question] 	<p>Yes No</p>
<p>8. (ACCESS TO KNOWLEDGE) How likely are members of your group to have a phone landline at home? <i>(Likert scale: very likely, somewhat likely, unlikely)</i></p> <p>9. (ACCESS TO KNOWLEDGE) How likely are members of your group to have a cell phone? <i>(Likert scale: very likely, somewhat likely, unlikely)</i></p> <p>10. (ACCESS TO KNOWLEDGE) What lists could you have access to reach your community members?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Phone tree <input type="checkbox"/> E-mail list <input type="checkbox"/> List of street addresses <input type="checkbox"/> Other: 	<p>Yes No</p> <p>Yes No</p> <p>Yes No</p>
<p>11. (ACCESS AND VALIDATE NEW KNOWLEDGE) What are the 3 best locations to share information with your community members about preparing for an emergency?</p> <p style="text-align: center;">In-person</p> <p>Flyer/Poster</p>	<p>Yes No</p>

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:				
<p>12. (ACCESS AND VALIDATE NEW KNOWLEDGE) What social media are most used for <u>routine communication</u> by members of your community?</p> <p><input type="checkbox"/> Facebook</p> <p><input type="checkbox"/> Twitter</p> <p><input type="checkbox"/> Instagram</p> <p><input type="checkbox"/> Whatsapp</p> <p><input type="checkbox"/> Other [open-ended question]</p>			Yes	No
<p>13. (ACCESS AND VALIDATE NEW KNOWLEDGE) What Facebook page do members of your community use to stay informed about local news? [enter FB page link]</p>			Yes	No
<p>14. (ACCESS AND VALIDATE NEW KNOWLEDGE) Provide the link of any other social media that is used to stay informed about local news [enter links]</p>			Yes	No
<p>15. (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)]</p>			Yes	No
<p>16. (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)]</p>			Yes	No
<p>17. (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?</p> <p><input type="checkbox"/> Health fairs [specify]</p> <p><input type="checkbox"/> Events hosted by the police or fire department</p> <p><input type="checkbox"/> Community fairs or festivities [specify]</p> <p><input type="checkbox"/> Events at senior centers</p> <p><input type="checkbox"/> Events organized by the city or town</p> <p><input type="checkbox"/> School events [specify]</p>			Yes	No

<input type="checkbox"/> Religious events <input type="checkbox"/> Other [<i>open-ended question</i>]	
<p>18. (CULTURAL FACTOR) Please list the languages used by your community members [<i>open-ended question</i>]</p> <p>19. (ACCESS KNOWLEDGE) How likely are your members able to read a printed flyer in English or other languages? [list in what languages] <i>(Likert scale: very likely, somewhat likely, unlikely)</i></p> <p>20. (COMMUNITY ASSET) Do you know group members who could serve as interpreters in a disaster or emergency? [yes/no]</p>	<p>Yes No</p> <p>Yes No</p> <p>Yes No</p>
<p>21. (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 [<i>open-ended question</i>]</p>	<p>Yes No</p>

Topic C: Mass Sheltering

<p>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.</p>	<p>Can you answer this question accurately for your group members?</p>
<p>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.</p> <p>28. (COMMUNITY ASSET) What non-governmental resources within your community might be available to support these shelter needs (food and water, safety, cleaning, and information)? <i>[enter names of people or organizations]</i></p>	<p>Yes No</p>
<p>29. [CULTURAL FACTOR] In your community, what words could be used instead of “shelter” to describe a safe place to go in an emergency? <i>[open-ended question]</i></p>	<p>Yes No</p>

Topic D: TRUST

We would like to know the best organization person to deliver information in the event there is an emergency.

RELATIONSHIPS] To the best of your knowledge how much trust do community members have in the following organizations/people?				Can you answer this question accurately for your community members?	
	A great deal of trust	A fair amount of trust	Not very much trust	No trust at all	Yes No
	A great deal of trust	A fair amount of trust	Not very much trust	No trust at all	Yes No
	A great deal of trust	A fair amount of trust	Not very much trust	No trust at all	Yes No
	A great deal of trust	A fair amount of trust	Not very much trust	No trust at all	Yes No
	A great deal of trust	A fair amount of trust	Not very much trust	No trust at all	Yes No
	A great deal of trust	A fair amount of trust	Not very much trust	No trust at all	Yes No
	A great deal of trust	A fair amount of trust	Not very much trust	No trust at all	Yes No
	A great deal of trust	A fair amount of trust	Not very much trust	No trust at all	Yes No
	A great deal of trust	A fair amount of trust	Not very much trust	No trust at all	Yes No
	A great deal of trust	A fair amount of trust	Not very much trust	No trust at all	Yes No
	A great deal of trust	A fair amount of trust	Not very much trust	No trust at all	Yes No
	A great deal of trust	A fair amount of trust	Not very much trust	No trust at all	Yes No

	A great deal of trust	A fair amount of trust	Not very much trust	No trust at all	Yes	No
	A great deal of trust	A fair amount of trust	Not very much trust	No trust at all	Yes	No
dia	A great deal of trust	A fair amount of trust	Not very much trust	No trust at all	Yes	No
	A great deal of trust	A fair amount of trust	Not very much trust	No trust at all	Yes	No
	A great deal of trust	A fair amount of trust	Not very much trust	No trust at all	Yes	No
	A great deal of trust	A fair amount of trust	Not very much trust	No trust at all	Yes	No
nt alth	A great deal of trust	A fair amount of trust	Not very much trust	No trust at all	Yes	No
onal	A great deal of trust	A fair amount of trust	Not very much trust	No trust at all	Yes	No
er	<i>type of organization of channel of communication your community</i>					

CLOSING

Thank you very much for your time and thoughts!

48. Is there anything else you think we should know that would help us with emergency preparedness planning for your community members?
[open ended question]

