

**Project Title: Participatory mapping to identify and support at-risk populations in emergency preparedness****WEB-BASED INVITATION LETTER****Survey – December 4, 2019**

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**Survey 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 disaster planners who can provide feedback regarding the potential use and value of local knowledge as a resource in their disaster planning efforts. 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. You are invited to participate in this survey because you attended a discussion-based exercise [organized by X on date X] where the concept of local knowledge was shared with you as well as data from a mobile application that maps community assets that can be leveraged to enhance planning for vulnerable populations. Your participation in this process will entail completing a web-based questionnaire. Completing the web-based survey should take approximately 30-minutes in length. You are free to skip any questions that you do not feel comfortable answering. None of the information will be reported in any way that will permit you to be identified. Anonymous survey data 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

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this study will help us improve our app 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.

A response to the invitation by e-mail will be the proof of consent to participate.

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

YES       NO

Skip logic if they click NO to at least one of the two responses above they are directed to a thank you page.

**By continuing with the survey you consent to participate - click on the next page to answer the questions**

## **START OF THE QUESTIONS**

### **Disaster Planners Survey**

You were invited to complete this survey because you participated in a discussion-based exercise [organized by X on date X] and you are recognized as a disaster planner involved in emergency preparedness for your community. During the exercise you were presented with the concept of local knowledge in emergency preparedness and with an example of a process and tool (an app) to gather such knowledge through engagement of community leaders. You know had the time to reflect upon such information and we seek your help in understanding the value of the local knowledge in your disaster planning.

#### **Perceived usefulness of data on local knowledge presented during the exercise**

1. Do you think the data on local knowledge presented during the exercise could help improve your organization's emergency plans for vulnerable populations (please see list below on the types of data)? Yes/No responses

- Maps of social media platforms used by the community
- Map of radio stations used by the community
- Map of TV stations watched by the community
- Map of places where specific community groups meet
- Map of translation services
- Map of mental health providers
- Map of volunteer groups
- Map of online sources of information used by specific population groups
- Other assets \_\_\_\_\_

2. Please explain how they can be useful: \_\_\_\_\_ (open-ended)
3. Do you think these data help improve your organization's ability to engage with community leaders to prepare for future disaster events? (yes/no)
4. Please explain how: \_\_\_\_\_(open-ended)
5. Were you confused by any aspect of the local knowledge data? (yes/no)
6. Please explain what confused you: \_\_\_\_\_ (open-ended)
7. What additional data or information could be gathered in terms of local knowledge that could be helpful for your planning efforts? (open-ended)

#### **Willingness to integrate local knowledge in disaster planning**

1. Looking ahead, how would you see yourself using community leaders' local knowledge to help you in your disaster planning? (open-ended)

2. Looking ahead, do you think you could engage community leaders to share local knowledge via the use of the app or via the use of other mechanisms (i.e. community meetings) ? (yes/no)
3. Please explain: (open-ended)