ACCESS AND FUNCTIONAL NEEDS (AFN) ADVISOR (NQS)

RESOURCE CATEGORY	Mass Care Services
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Access and Functional Needs (AFN) Advisor supports and assists incident management personnel on matters related to people with disabilities and AFN
COMPOSITION AND ORDERING SPECIFICATIONS	1. This position can be ordered as a single resource. 2. Requestor may specify any additional qualifications necessary based on incident complexity and needs 3. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation and meals, prior to deployment 4. The position typically works 12 hours per shift, is self-sustainable for 72 hours and is deployable up to 14 days

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
DESCRIPTION	The AFN Advisor: 1. Supports and assists state, local, tribal and territorial agencies' incident management personnel on issues related to people with disabilities and AFN 2. Advises incident leadership on physical access, effective communication access and programmatic access 3. Coordinates with subject matter experts (SME), the Authority Having Jurisdiction (AHJ), voluntary agencies, community groups and nongovernmental organizations (NGO) and makes equal access and reasonable accommodation recommendations 4. Assists responders who are identifying and coordinating SMEs to help with resources and services, including accessible transportation resources, recovery assistance, search and rescue, public health, emergency messaging, emergency sheltering, feeding and accessible evacuation operations 5. Ensures facilities and services meet all accessibility requirements	Not Specified
EDUCATION	Not Specified	Not Specified
TRAINING	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. IS-368: Including People with Disabilities & Others with Access & Functional Needs in Disaster Operations 4. IS-700: National Incident Management System, An Introduction 5. IS-800: National Response Framework, An Introduction 6. E/G/L 0191: Emergency Operations Center/Incident Command System Interface	1. The Americans with Disabilities Act (ADA) Coordinator Training Certification Program and other relevant coursework related to providing engagement, assistance and community service coordination and disability accommodations for people with accessibility needs is preferable 2. The National Incident Management System (NIMS) Training Program defines a national baseline to guide and promote NIMS training. It provides recommendations to assist AHJs in developing their own training plans, tailored to their specific needs

COMPONENT	SINGLE TYPE	NOTES
EXPERIENCE	Knowledge, Skills and Abilities: 1. Familiarity with relevant guidance and legislation, such as: a. FEMA Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters b. ADA c. Department of Justice (DOJ) guidance, such as the ADA Checklist for Emergency Shelters and the ADA Best Practices Tool Kit for State and Local Governments d. Rehabilitation Act of 1973 e. Fair Housing Act of 1968 Experience: 1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the NIMS Access and Functional Needs Advisor, or equivalent AHJ documentation 2. Experience in a leadership role providing advocacy and community inclusion engagement assistance and support to individuals with disabilities and others with AFN	Not Specified
PHYSICAL/MEDICAL FITNESS	1. Light 2. Is able to work while wearing appropriate Personal Protective Equipment (PPE) 3. Maintains immunizations in accordance with current AHJ requirements	1. The NIMS Guideline for the NQS defines Physical/Medical Fitness levels for NQS positions 2. PPE is mission specific and may vary by working environment; it includes protective footwear, protective clothing for skin exposure, eye and ear protection, respirators, gloves and masks
CURRENCY	Functions in this position during an operational incident, planned event, exercise, drill or simulation at least once every five years	Not Specified
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified

NOTES

Nationally typed resources represent the minimum criteria for the associated category.

REFERENCES

1. FEMA, National Qualification System (NQS) Position Task Book for Access and Functional Needs Advisor, latest edition adopted
2. FEMA, NIMS, October 2017
3. FEMA, NIMS Guideline for NQS, November 2017
4. FEMA, National Response Framework, October 2019
5. FEMA, Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters, November 2010
6. U.S. DOJ, ADA Checklist for Emergency Shelters, July 2007
7. U.S. DOJ, Guidance on the 2010 ADA Standards for Accessible Design, September 2010
8. U.S. DOJ, ADA Best Practices Tool Kit for State and Local Governments, December 2006
9. U.S. Department of Education, Rehabilitation Services Administration, Rehabilitation Act, 1973
10. U.S. Department of Housing and Urban Development, Fair Housing and Equal Opportunity (FHEO), Fair Housing Act, 1968