



ACCESS AND FUNCTIONAL NEEDS 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	<ol style="list-style-type: none"> 1. This position can be ordered as a single resource. 2. Discuss logistics for deploying this position, such as security, lodging, transportation, and meals, prior to deployment 3. This position typically works 12 hours per shift, is self-sustainable for 72 hours, and is deployable for up to 14 days 4. Requestor may specify any additional qualifications necessary based on incident complexity and needs

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	<p>The AFN Advisor:</p> <ol style="list-style-type: none"> 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, Authority Having Jurisdiction (AHJ), voluntary agencies, community groups, and Nongovernmental Organizations (NGO) and recommends equal access and reasonable modifications 4. Assists responders who are identifying and coordinating subject matter experts 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	<p>Completion of the following:</p> <ol style="list-style-type: none"> 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Incident Command System for Single Resources and Initial Action Incidents 3. IS-700: National Incident Management System, An Introduction 4. E/L0197: Integrating Access and Functional Needs into Emergency Planning 5. G0191: ICS/EOC Interface 	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.



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COMPONENT	SINGLE TYPE	NOTES
EXPERIENCE	<p>Knowledge, Skills, and Abilities:</p> <ol style="list-style-type: none"> 1. Familiarity with relevant guidance and legislation, such as: <ol style="list-style-type: none"> a. FEMA Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters b. ADA c. Department of Justice 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 <p>Experience:</p> <ol style="list-style-type: none"> 1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (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	Performs duties under light circumstances characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time	Not Specified
CURRENCY	Functions in this position during an operational incident, exercise, drill, or simulation at least once every five years	Not Specified
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified



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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, National Incident Management System (NIMS), October 2017
3. FEMA, NIMS Guideline for NQS, November 2017
4. FEMA, National Response Framework, June 2016
5. FEMA, Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters, November 2010
6. U.S. Department of Justice (DOJ), Americans with Disabilities Act (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