

## ACCESS AND FUNCTIONAL NEEDS ADVISOR (NQS)

<b>RESOURCE CATEGORY</b>	Mass Care Services
<b>RESOURCE KIND</b>	Personnel
<b>OVERALL FUNCTION</b>	The Access and Functional Needs (AFN) Advisor supports and assists incident management personnel on matters related to people with disabilities and AFN
<b>COMPOSITION AND ORDERING SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. This position can be ordered as a single resource.</li> <li>2. Requestor may specify any additional qualifications necessary based on incident complexity and needs</li> <li>3. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment</li> </ol>

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
<b>DESCRIPTION</b>	<p>The AFN Advisor:</p> <ol style="list-style-type: none"> <li>1. Supports and assists state, local, tribal, and territorial agencies' incident management personnel on issues related to people with disabilities and AFN</li> <li>2. Advises incident leadership on physical access, effective communication access, and programmatic access</li> <li>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</li> <li>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</li> <li>5. Ensures facilities and services meet all accessibility requirements</li> </ol>	Not Specified
<b>EDUCATION</b>	Not Specified	Not Specified
<b>TRAINING</b>	<p>Completion of the following:</p> <ol style="list-style-type: none"> <li>1. IS-100: Introduction to the Incident Command System, ICS-100</li> <li>2. IS-200: Basic Incident Command System for Initial Response, ICS-200</li> <li>3. IS-700: National Incident Management System, An Introduction</li> <li>4. E/L0197: Integrating Access and Functional Needs into Emergency Planning</li> <li>5. E/G/L 0191: Emergency Operations Center/Incident Command System Interface</li> </ol>	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.

Superseded

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COMPONENT	SINGLE TYPE	NOTES
<b>EXPERIENCE</b>	<p>Knowledge, Skills, and Abilities:</p> <ol style="list-style-type: none"> <li>1. Familiarity with relevant guidance and legislation, such as: <ol style="list-style-type: none"> <li>a. FEMA Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters</li> <li>b. ADA</li> <li>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</li> <li>d. Rehabilitation Act of 1973</li> <li>e. Fair Housing Act of 1968</li> </ol> </li> </ol> <p>Experience:</p> <ol style="list-style-type: none"> <li>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</li> <li>2. Experience in a leadership role providing advocacy and community inclusion engagement assistance and support to individuals with disabilities and others with AFN</li> </ol>	Not Specified
<b>PHYSICAL/MEDICAL FITNESS</b>	Light	The NIMS Guideline for the NQS defines Physical/Medical Fitness levels for NQS positions.
<b>CURRENCY</b>	Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every five years	Not Specified
<b>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</b>	Not Specified	Not Specified

Superseded



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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

Superseded