Inclusive Emergency Communication Checklist

Use this checklist to assist with coordinating the details of press conferences and/or other emergency communications to ensure that everyone is getting the same life-saving information, including viewers with disabilities. In the event of an emergency or disaster, it's important to understand what effective communication is and that everyone shares a responsibility, including state and local government and the media!

- [ ] **Developed an Americans with Disabilities Act (ADA) Communication Policy**

  Don't reinvent the wheel each time! Maintain a policy of your own to guide communications to include sign language interpreters, real-time captioning, and audio description.

- [ ] **Reporters are prepared to use appropriate terminology**

  It is important to note that when reporting about people with disabilities you are using language that is not offensive or portraying a message of pity.

- [ ] **Guidance adopted from the Federal Communications Commission on emergency communications**

  Emergency communications have greater requirements for accessibility so that everyone can respond to an emergency.

- [ ] **A qualified American Sign Language (ASL) interpreter will be ready for press conferences and/or other emergency communications**

  You must provide equal and effective communication to everyone, including people who are deaf. Therefore, you want to establish a relationship with a local ASL provider in your area. A complete listing of ASL interpreters throughout South Carolina is available at scadservices.org/interpreters.

- [ ] **There is a plan in place for the ASL interpreter to be in the camera frame at all times**

  The ASL interpreter is there to provide vital information to people who are deaf and understand ASL and therefore the media must ensure that the ASL interpreter is in the camera frame.

- [ ] **Real-time closed captioning is fully functioning**

  Since closed captioning is required for all TV communications, it may be easy to overlook, but double check! Many people with hearing loss or deafness may not use ASL and depend on real-time captioning.

- [ ] **Audio descriptions are prepared**

  Audio description is describing a visual image for people who are blind. Therefore, when sharing maps of evacuation routes, images of warning signs, or photos of disaster, make sure that those images are adequately described orally for people who are blind.

- [ ] **Reached out to partner organizations for technical assistance**

  Able South Carolina, the South Carolina Association of the Deaf, and many other disability organizations are here to provide assistance!

For a comprehensive list of federal resources, visit our partners at the Pacific ADA Center http://www.adapacific.org/emergency/federal_pubs.php or contact Able South Carolina by calling 1-800-681-6805 or email us at advocacy@able-sc.org

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