

Completing the Access and Functional Needs Card is the First Step in Emergency Preparedness

The Access and Functional Needs Information Card is a lifeline to assistance during an emergency. It enables emergency workers to know who you are, where you live, how to reach you, and what kinds of medical and transportation concerns you have.

There may be a time when a disaster affects your community and you are asked to leave your home. Are you prepared? Do you have transportation? Does anyone know what your special medical and transportation needs are? If not, completing an Access and Functional Needs Card every year is the first step in preparing for such an event. If you or other members of your family require special assistance in the event of an emergency evacuation, please complete an Access and Functional Needs Card and return it to the address below. If you did not receive a card in the mail or if you need another copy, [click here \(link to Special Needs Card\)](#), print the form, complete and sign it, place in an envelope, and mail to: Beaver County Emergency Management Agency, 351 14th Street, Ambridge, PA 15003.

As you fill in the information, think about the following: Do you have trouble with your hearing? Do you use a hearing aid? Do you have a device (TTY) that enables you to use the telephone without speaking? If an evacuation is ordered and you are asked to leave your home during an emergency, would you be able to drive at any time of the day or night? If you don't have your own transportation, cannot drive, or can only drive on a limited basis, have you talked with your family, friends, or neighbors recently regarding emergency transportation? Do you have any trouble with your eyesight beyond wearing glasses or contact lenses? Do you have difficulty walking and moving around? Do you use a walker, cane, or wheelchair to assist you? If you want to let emergency workers know about any specific medical conditions you have or if you would like to further explain any of the boxes you checked, please write this information on the "special medical problems" line. For instance, if you use oxygen or are on dialysis, you may wish to note it in the space provided.

In order to help you, it is important that emergency workers know exactly who you are and where you live. Please provide your full name, telephone number(s), and the physical address of your home. Post office boxes do not help emergency workers locate you. If you have a caregiver, you may also want to add his or her name and phone number as a contact. Please note that the card asks for your municipality. This also helps emergency workers know where to find you. Your municipality is the township, borough, or city to which you pay your local taxes. Finally, your signature at the bottom of the card shows that you give emergency management officials the authorization to use your information to assist you in case of an emergency. Your information is maintained securely and distributed confidentially to emergency management workers.

The Emergency Services Center updates their Access and Functional Needs information annually, so be sure to send in a new card every year as long as you require special assistance.