**Preparing for Inclusion of Agricultural Workers in Climate-Related and Other Public Health Emergencies: A Quantitative Content Analysis of County Emergency Preparedness Plans, Eastern North Carolina, 2022-2023**

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**CODING PROTOCOL**

| **Source** | **Recommendation from Toolkit** | **Details or Notes** | **Coding Question** | **Keywords** |
| --- | --- | --- | --- | --- |
| **COMMUNICATION** |  |  |  |  |
| Planning for Emergency: Strategies for Identifying and Engaging at Risk Groups1 | **“Messages should also be culturally sensitive... dialects and social norms, to ensure that LEP populations receive and respond to emergency directives.”**  | Limited English Proficiency populations need more than simply addressing the language barrier | Does the plan include use of culturally-sensitive material or material that reflects local dialects and social norms?Yes (1)No (0) | Culture, Language, Immigrant, Hispanic, Latino, special population, |
| Planning for Emergency: Strategies for Identifying and Engaging at Risk Groups1 | **Plan to include translators/interpreter to disseminate information** | Definition: This doesn’t have to be language specific.  | Does the plan include the use of translators for written communication?Does the plan include the use of interpreters for spoken communication? Yes (1)No (0) | Keywords: Transl, interpreters, written communication, mouth, non-English, special populations |
|  |  |  | Does the plan include any mention of having materials available in languages other than English.Yes (1)No (0) | English, materials, languages |
| Planning for Emergency: Strategies for Identifying and Engaging at Risk Groups,1 FEMA,2 Antes de la tormenta,3 Public Health Workbook to Define, Locate and Reach Special, Vulnerable, and At-Risk Populations in an Emergency4 | **Plan to have Spanish language materials made ahead of time** |  | Does the plan mention having existing materials be available in Spanish?Yes (1)No (0) | At Risk, Vulnerable, pre-prepared materials, Spanish, existing materials, non-English |
| Planning for Emergency: Strategies for Identifying and Engaging at Risk Groups,1 FEMA,2 Antes de la tormenta,3 Public Health Workbook to Define, Locate and Reach Special, Vulnerable, and At-Risk Populations in an Emergency4 | **Identify delivery channels that would best reach migrant/ seasonal farm workers** | Plans must explicitly say that they will reach out to “ethnic media”. “Local Media” does not count | Does the plan include methods to reach out to “ethnic media”?Does the plan include methods for reaching out to Spanish-language media? | Delivery channels, communication methods, ethnic media, Spanish, specialized communication(maybe), Radio |
| **COIN/ENGAGEMENT** |  |  |
| Planning for Emergency: Strategies for Identifying and Engaging At-Risk Groups,1 Public Health Workbook to Define, Locate and Reach Special, Vulnerable, and At-Risk Populations in an Emergency4 | **“Community Outreach Information Network (COIN). This is a grassroots network of people and trusted community leaders who can assist with emergency planning”** | Emphasis on trust by community leaders is essential to dealing with immigrant farm workers who are mistrusting of any government related agencies or individuals. | Does the plan include methods to reach out to and include input from vulnerable populations in the community? This may sometimes be called a Community Outreach Information Network (COIN) or an engagement program. | Farmworker Community leaders, COIN, community leaders, engagement program, community outreach |
| Planning for Emergency: Strategies for Identifying and Engaging at Risk Groups,1 FEMA,2 Antes de la tormenta,3 Public Health Workbook to Define, Locate and Reach Special, Vulnerable, and At-Risk Populations in an Emergency4 | “Some groups might be distrustful of providing personal information to unknown people or organizations. **Partnering with various community organizations** can help in identifying and recruiting people to register.” | After identifying farmworkers as a vulnerable group, creating a registry would be useful, if it is successfully made. | Does the plan include any methods to reach out to and include input from farmworkers/agricultural workers? Does the plan include any methods to reach out to and include input from farmworker-serving organizations?Note: Does not include farmers or growers or farm owners. We are looking for agricultural workers who are migrant or seasonal or “field workers.”  | Farmworkers, engaging, outreach, vulnerable population |
| FEMA,2 Antes de la tormenta,3 Public Health Workbook to Define, Locate and Reach Special, Vulnerable, and At-Risk Populations in an Emergency4 | “Farmers, and people who live in sparsely populated communities.”Plan should consider farm-workers and undocumented immigrants“Undocumented immigrants... Therefore, these individuals might consciously avoid interaction with social and public agencies.” “Seasonal farm workers”**Just mentioning Hispanic or Latino populations doesn’t count if language isn’t mentioned.**  |  | Does the plan include Spanish-speaking populations in the description of the population?Does the plan include description of agricultural workers?  | Spanish, migrant workers, farmworkers, agriculture  |
| Public Health Workbook to Define, Locate and Reach Special, Vulnerable, and At-Risk Populations in an Emergency4 | Map locations of vulnerable populations Collect data on locations/ registries of farm workersFEMA definition – broad definition including medical, group home, etc.  |  | Does the plan mention mapping locations of vulnerable populations? [If Yes] Does the plan mention mapping locations of agricultural workers?  | Mapping, maps, location/locating, vulnerable populations |
| Public Health Workbook to Define, Locate and Reach Special, Vulnerable, and At-Risk Populations in an Emergency4 | Include community health workers in the planCommunity leaders and private sector (FEMA) |  | Does the plan mention engaging community health workers?Note these might be called “outreach workers,” “CHWs,” “community health workers,” or – in Spanish - “*promotores”* | Community health workers, community, health |
| National Center for Farmworker Health 5 | Include community or migrant health centers? | Consult with, include as partner, include in COIN, or listed as resource.  | Does the plan mention engaging with community or migrant health centers? | Search for the relevant community health center based on map: Migrant community health centers/clinics - are defined as those health centers that are listed on the [North Carolina farmworker health clinic map](https://ncfhp.ncdhhs.gov/wp-content/uploads/2022/07/NCFHP_ClinicMap_7.5.22.pdf) |
|  | How did they engage migrant or community health centers? |  | How does the plan describe engagement with migrant or community health centers?TEXT ENTRY | Migrant community health centers/clinics - are defined as those health centers that are listed on the [North Carolina farmworker health clinic map](https://ncfhp.ncdhhs.gov/wp-content/uploads/2022/07/NCFHP_ClinicMap_7.5.22.pdf) |
|  | Cooperative extension/ Agriculture extension |  | Does the plan mention Cooperative Extension?Yes (1)No (0) |  |
|  | How does the plan describe vulnerable populations?  |  | How does the plan describe vulnerable populations?[TEXT] | Vulnerable populations, define, |
| Notes from coder | Anything else we should know about how agricultural workers are included in this plan?  |  |  |  |

**REFERENCES**

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2. Developing and Maintaining Emergency Operations Plans. FEMA. Published April 20, 2023. Accessed April 30, 2023. https://web.archive.org/web/20230420013108/https:/www.fema.gov/sites/default/files/2020-05/CPG\_101\_V2\_30NOV2010\_FINAL\_508.pdf

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5. Emergency preparedness & agricultural workers. National Center for Farmworker Health. Published November 28, 2020. Accessed April 30, 2023. https://web.archive.org/web/20201128115715/http:/www.ncfh.org/uploads/3/8/6/8/38685499/emergencyprep.pdf