



Person With Disability Emergency Information Instructions

Attached to this cover sheet is the Person With Disability Emergency Information form. Below please find instructions for completing this form, as well as answers to commonly asked questions.

INSTRUCTIONS:

1. The form must be completed in its entirety by a parent, guardian or person with power of attorney.
2. **Two** recent photos should be attached to the form. (The photo can be of any size, but must show a clear view of the persons face.)
3. This form must be turned in by a parent, guardian or person with power of attorney to the Champaign Police Department or Urbana Police Department's front desk.
4. Any questions please contact either of the following individuals:

Jonathan Westfield
Champaign Police Department
School Resource Officer
(217) 403-6942
westfijd@ci.champaign.il.us

Inv. Dave Smysor
Urbana Police Department
Criminal Investigations Division
(217) 384-2330
smysordg@city.urbana.il.us

FREQUENTLY ASKED QUESTIONS:

1. **How did this system come about?** *The Autism Society of Illinois-The C-U Autism Network collaborated with the Cities of Urbana and Champaign. The purpose was to create a method to provide critical information to emergency responders in the event of a crisis.*
2. **Why is this important?** *A first responder may come into contact with individuals with disabilities on an emergency call or even calls for missing persons. The first responder will now have access to critical information about the individual that will help deescalate the situation. Also, a photo will be quickly accessible for those who are missing.*
3. **Is this information confidential?** *Yes, all files will be kept in a secure area at both police departments and will not be accessible to the public. The information will only be accessed in an emergency situation and will not be used for any other purpose.*
4. **Do I have to update this information?** *Yes, preferably every year. However, if the agencies are not contacted by the end of the second year, the information will be purged by both agencies.*
5. **What if I decide that I no longer want to have this information on file?** *Simply contact Jonathan or Dave and request that this information be deleted. Jonathan and Dave will need to meet with you in person to verify that the person who signed the form is the same person who is requesting that the information be deleted.*