

Facilitator:

Note Taker:

Expected time: 1 hour and 10 minutes

***For the waiting room if someone is in there who was not invited:*** Thank you for your interest in this meeting, however this is a closed meeting. Which means that if you were not sent an invite via email we will not admit you to the meeting. Thanks for your understanding!

***If someone's last name is in their Zoom name:*** Please, remove your last name in your Zoom Name and just include your first name.

**Verbal Consent (5-7 min):**

Hi, my name is Riley Achtemeier. I am a current MS student at the University of Washington in the Department of Environmental and Occupational Health Sciences. Rachael Carter is also on the call. She is also a master's student and will be our notetaker and monitor the chat.

**Researchers' Statement**

We are asking you to be in a research study. Whether or not you will be involved is your decision. The following information is to help you decide. You may ask questions about the purpose of the research, what we would ask you to do, the possible risks and benefits, your rights as a volunteer, and anything else about the research that is not clear. When we have answered all of your questions, you can decide if you want to be in the study or not. This process is called "informed consent."

**Purpose of the Study/Study Procedures**

We are conducting a study to verify and validate a survey on how trust in public health authorities impacts residents' communication-seeking behavior and beliefs during an extreme heat event, such as the 2021 Pacific Northwest Heat Dome. We are interested in learning more about how you engage with extreme heat or heat waves and your thoughts on the survey. This study consists of focus group discussions with people from your County. You will take a survey, then we will proceed with asking questions about your thoughts on the survey to evaluate public health authorities and extreme heat events. You will be asked questions about clarity, appropriateness, accuracy, difficulty to understand, and if the survey may be biased or offensive.

Each focus group will last approximately 1 hour and 10 minutes.

**Benefits and Risks to the Study**

There will be a \$40 VISA gift card sent to your email at the completion of this session. There are minimal risks to your participation, including potential risk to your reputation if your identity was inadvertently disclosed.

**Confidentiality of Research Information**

We would like to audio record our discussion today with transcriptions from the zoom platform to ensure we accurately capture your responses to our questions. We may send this recording to a professional transcription service to transcribe the interview. The transcription will not be used for any other purpose. We will keep the recording in a secure drive. Findings from this project will be used to develop a written report and manuscript. The results may also be shared at

conferences with public health emergency preparedness researchers and practitioners. We will not include your name or organization without your explicit written consent. Interview data that has been de-identified may be placed in a data repository for use in future research, including to answer alternative research questions. Your name, organization or contact information will not be associated with any data that is shared in such a repository or with other researchers.

Despite these steps to protect your privacy and confidentiality, it may be possible to identify you based on your responses or other details that you share with us during the focus group discussion.

### **Other Information**

You may refuse to participate and you are free to withdraw from this study at any time without penalty. Riley Achtemeier is the lead researcher at the University of Washington for this study and can be contacted at riley8@uw.edu. If you want to talk with someone who is not part of the study team about the study, your rights as a research subject, or to report problems or complaints about the study, contact the UW Human Subjects Division at hsdinfo@uw.edu or 206-543-0098.

### **Questions**

Do you have any questions?

Do you consent to participate in this focus group discussion? *[Verbal yes]*

Do you consent to have this focus group discussion recorded? *[turn on the recording & transcripts] [Verbal yes]*

Do you consent to have this focus group discussion recorded? *[Verbal yes]*

### **Expectations and Set up (2min)**

- This focus group will be 1hr & 10 minutes
- You will be asked to answer a survey and then participate in a group discussion
- Discussion is informal
- Please keep your camera on and if possible, mute yourself when not speaking
- Please ask questions as they come up
- You are free to withdraw at any time during the study
- Please try to share with via dialogue rather than the chat function
- Confidentiality: Don't share others' personal comments or reflections (both inside and outside of this discussion). Remember that the story belongs to the teller
- Let go of distractions and bring your full attention to the discussion
- Speak from personal experience
- Everyone is expected to participate

### **Survey Administration (10 min) - 6:10 ish**

Next, you will take a survey. This survey is intended to ask community members about public health authorities and heat waves. Please answer based on your experience with heat waves and public health.

Now, please stay on camera and complete the survey that I will link to in the chat. Please let me know when you are finished by saying “Finished” in the chat. When you come back, we will discuss the survey!

*Open the survey link responses and when all responses come in move on to the next part.*

*Time check*

**Group Agreements (2 min):** Is there anything we should add to the list?

- Be open to new information, perspectives, concepts, or experiences that are different than your own.
- Disagreeing or diverging views are welcome. Ask questions to understand others’ perspectives, and avoid attacking, discounting, or judging others’ beliefs and views.
- Everyone should be cognizant of allowing others to participate
- Actively participate in conversation
- Respect other thoughts and experiences.
- Ask questions rather than assume that you know what is meant by a communication.
- Make room for more than one idea at a time by appreciating and valuing multiple realities: your own and those of others.
- Listen

*Send a PDF of the questions for viewing during the discussion*

**Focus group Facilitation (40 min)**

1. Clarity, Appropriateness, Accuracy and Difficulty

- In what ways was the survey clear or unclear to you?
  - Were you ever unsure about how to answer a question?
    - **Missing:** Did you feel any particular question was missing important options or context?
    - **Understanding:** Which words or phrases specifically were hard to understand?
    - **Rephrase questions:** How would you rephrase the question to improve clarity?
  - Were there any parts that you thought were asking the same thing as another question?

2. Survey Duration

- How did you feel about the length of the survey?
  - Were there any sections you felt should have been shorter or longer?
  - *If low engagement: Did the length affect your concentration or engagement?*
    - *If so, at which question?*

*Time check (25 minutes should be left)*

### 3. Bias or Offensiveness

- Were there any aspects of the survey that you found potentially offensive?
  - Follow-up: Can you describe what made those questions feel biased or offensive?
  - Follow-up: How do you think the question could be changed to be more neutral or inclusive?
- Did you answer any questions based on how you thought the makers of the survey would want you to respond?
- Were there any questions that seemed to assume something about your experience or beliefs?
  - Follow-up: How would you change the question to capture a wider range of responses?

4. Is there anything else you would like to share about your experience taking the survey?

### 5. Other questions

- What does the term heat wave mean to you?
  - Follow-up: Is there a different phrase you often use to describe extreme hot weather?
- When we said “Public Health Authorities” what kind of jobs did you think of?
  - Follow-up: what kind of people did you think of?
- From really disrupted to minor convenience, to what degree were you impacted by the heat dome?
- Were you able to stay cool during the heat dome?

Example Probes:

- Please tell me (more) about that...”
- “Could you explain what you mean by...”
- “Can you tell me something else about...”
- “Any other thought..”

**Closing:** Thank you for participating and providing your valuable insight. Within the day, I will email you a Visa gift card (an Amazon gift card for Vancouver).

Please also reach out to me if you have any additional thoughts or questions.