



North Central District Health Department
P.O.Box 1222
31 North Main Street
Enfield, Ct. 06083
860-745-0383
860-745-3188 FAX
www.ncdhd.org

We would like to recognize and thank the Stratford
Health Department for their assistance with the design of this program.



**North Central District
Health Department**

WE NEED YOU!

for

Natural and Manmade
Disaster Emergency
Response



Volunteers needed to assist
the Health Department to
provide medications and care
to the public in an
emergency.

Purpose of POD or Clinic

Goal for Point of Dispensing (POD) or Clinic

We will need 36 stations in Enfield and 21 in Vernon. Each station will need to operate at least 20 hours each day.

The State of CT has determined that approximately 86,000 people in Enfield and 51,000 people in Vernon will need to be vaccinated in 10 days. Enfield Clinic consists of Enfield, Somers, Suffield, Stafford Springs and Windsor Locks. Vernon consists of Vernon, Ellington and East Windsor.

In order to administer the smallpox vaccine to a total of approximately 137,000 people in 10 days, the following values must be met:

$137,000 \text{ (Population)}/10 \text{ Days} = 13,700 \text{ per day}$

$13,700 \text{ /day}/20 \text{ Hrs} = 685 \text{ People per hour}$

$685 \text{ People / hour} / 57 \text{ Stations} =$
12 per hour @ each station (5 minutes each patient)

(Oral meds would be dispensed in case of Anthrax and thereby reducing the above requirements.)

Clinic Flow

STAGING AREA

Residents will come to the Staging area in town, a separate site from the vaccination clinic. Town residency eligibility will be checked, along with proper ID. Triage will be done to rule out residents with illness, or contacts to a person with a rash illness. Residents will board shuttle buses that will bring them to the clinic site in choreographed stages.

CLINIC ENTRY POINT AND TRIAGE

Security will assist with flow of entry into clinic. Greeters will welcome the residents, provide paperwork to fill out, and will triage residents for signs of illness, fever, rash or if contacts to a case of rash illness.

MEDICAL EVALUATION

Persons who are contacts or ill will be directed to a separate site within the building, where they will receive further evaluation by medical personnel, and sent to the hospital if necessary.

VIEWING AREA

This is the area where the main video will be shown and general questions will be answered. Once the video is shown and questions asked, all persons would exit the viewings area.

FORMS REVIEW AND MEDICAL SCREENING

Residents will be escorted to this area. If the resident's screening and consent form has any **YES** or **"MAYBE"** answers, they shall be directed to the medical screener for further evaluation. If there are only **"NO"** answers on the form, they will be directed to the vaccination station.

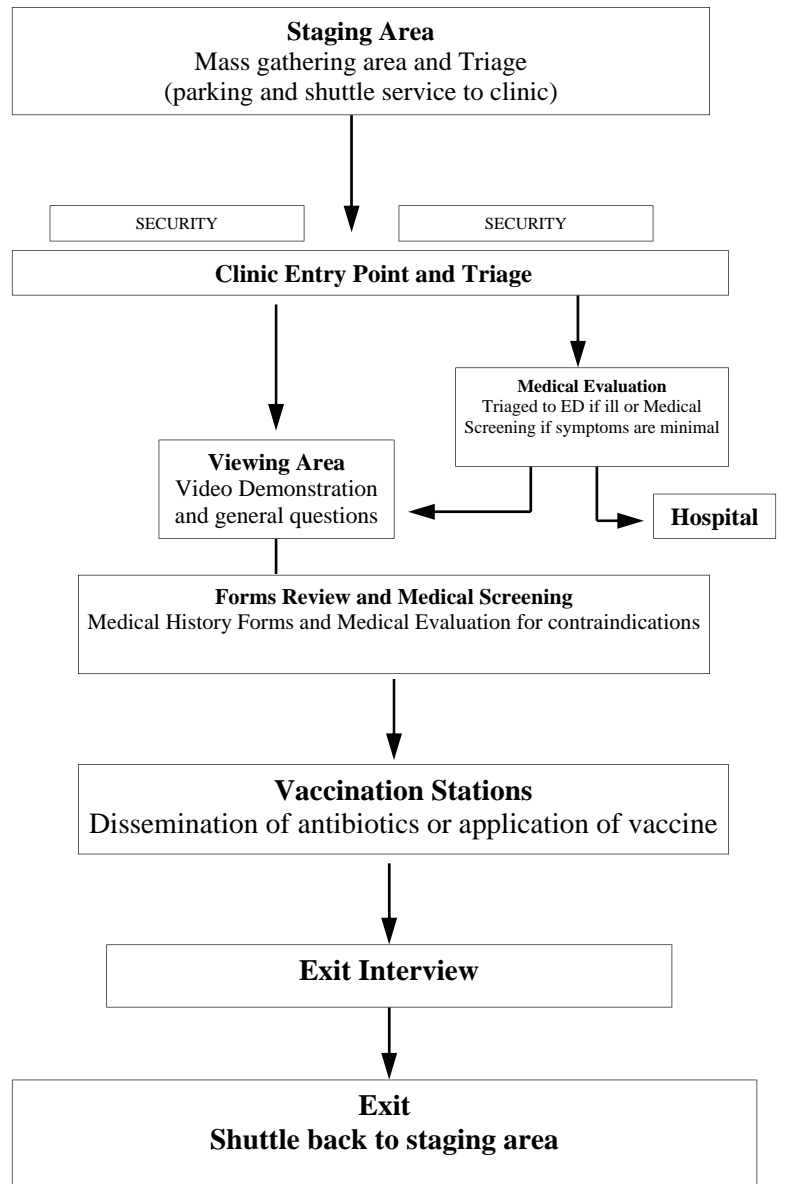
VACCINATION STATIONS

Residents will be directed to an open vaccination station. Once a person has been vaccinated, he or she will leave the vaccinating area enroute to the Exit Interview site.

EXIT INTERVIEW

Personnel will answer any final questions about site care, adverse event symptoms or non-take reporting procedures/follow up and other issues following vaccination.

Clinic Flow



Call for Duty

Your *call to respond* will only come after the Connecticut Health Commissioner has declared a “state of emergency” and that mass smallpox vaccinations are necessary to protect the public. The NCDHD Director of Health, who has been directly charged with setting up and operating clinics in the Enfield and Vernon areas, will then begin the “chain of calls” or ‘callout’ necessary for reaching every person who has made a commitment to serve in a public health emergency.

Your call will come from a variety of avenues including, phone, email and fax. The NCDHD Health Department has created a master database with volunteer contact information to facilitate this process. Periodically the health department will be contacting you to ensure that our records are up to date. We kindly ask that you send us any changes you make in phone, fax, address or email.

SEND ANY CHANGES IN YOUR CONTACT INFORMATION TO:

ATTN: Michael J. McMullen, ERC
Public Health Emergency Response Coordinator
North Central District Health Department
P.O.Box 1222, 31 North Main Street
Enfield, Ct. 06083
860-745-0383
860-745-3188 fax
mmcmullen@NCDHD.org
www.ncdhd.org

Responding to the Call

When you receive your call, you will be given specific instructions on what you are needed for and where to report. Again, this call will come from someone from the North Central District Health Department.

Likely Scenario:

If it is time to begin setting up the smallpox clinic, you will be asked to check in at your assigned clinic site. Parking will be available for you onsite and you will need to present your identification (provided by NCDHD).

Clinic Sites

In Enfield

Asnuntuck Community College has been identified as the clinic site for Enfield, Somers, Stafford Springs, Suffield and Windsor Locks residents to receive their vaccinations.

In Vernon

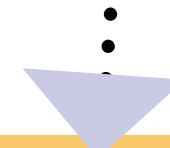
Vernon Center Road School has been identified as the clinic site for residents of Vernon, East Windsor and Ellington to receive their vaccinations.

In Windham

Eastern Connecticut State University is our primary Windham/Willimantic clinic site for dispensing medications

Contingency Planning

We value your commitment to serve in a time of a public health emergency. As history demonstrates, events happen without warning and with very little time to respond, thus the importance of planning. We would like to encourage you to begin thinking about how you will likely respond in the event. Specifically, think about some of the following issues and begin planning for the possibility that you may be called at any time to respond.



Situations to Consider:

- Childcare/Elderly Care
- Pet Care
- Home Security
- Transportation

Clinic or POD Security

Local police are part of the mass vaccination team providing security during a mass vaccination event. Police will have the unique responsibility of securing the clinic site and providing crowd control. A separate security plan has been developed by a team from each local police department for each of the clinic sites.

Staging Areas

To help control crowd flow to and from the clinic site, residents will be transported to the clinic via buses that will pick up at eight different staging areas. Below are the identified staging areas for each town:

	Enfield POD (Clinic)
Enfield	Henry Barnard School
Somers	Somers High School
Stafford Springs	Stafford High School
Suffield	Suffield High School
Windsor Licks	Windsor Licks High School

	Vernon POD (Clinic)
East Windsor	East Windsor High School
Ellington	Ellington High School
Vernon	Rockville High School

	Windham POD (Clinic)
Windham Technical High School	

Clinic Expectations

What Can I Expect Once I Arrive at the Clinic?

Upon arriving at the clinic site, the Clinic Coordinator and/or Volunteer Coordinator will escort you to your station. You will be given all the necessary instruction and materials to perform your role. You will also receive a schedule of breaks/meals/rest times.

Will I be Vaccinated?

Yes. In fact, the first day of the clinic will be devoted to vaccinating all clinic volunteers.

Will my family be vaccinated?

Yes. You may bring your immediate family (those living in your household) with you on the first day of the clinic to be vaccinated. Please keep in mind that during a mass vaccination, everyone will be vaccinated.

Clinic Personnel

There are numerous roles and responsibilities already identified as necessary to successfully run a smallpox clinic and meet our goal of vaccinating the entire District populations.

Each role has been clearly defined with formal job descriptions created to help ensure key responsibilities are met.

As with any undertaking of such magnitude and importance, leadership roles have also been identified and filled. Those serving in these roles will have responsibility for specific pieces of the smallpox clinic operation.

On the next page you will see a typical organizational chart of clinic roles.

What is my Role?

You will receive a detailed job description for the role that you have volunteered to serve. Our goal is to have trainings and drills to help familiarize you with your specific responsibilities and cross train where applicable.

APPENDUM # 3 TO TAB A (SMALLPOX) OF ATTACHMENT 1 (BIOLOGICAL) TO ANNEX G (TERRORISM)

Vaccine Clinic Personnel Organizational Chart

