

Central CT Health District  
*Mass Dispensing Area #28*  
Emergency Preparedness Newsletter



**APRIL 2008**



**YOU ARE CORDIALLY INVITED TO**



**Volunteer Fair and Reception**  
**Tuesday, April 29, 2008**  
**5:00 – 7:00 pm**  
**Wethersfield Community Center**  
**30 Greenfield Street, Wethersfield**

Plan on attending. Invite family, friends and neighbors interested in volunteering.

**PLEASE CONFIRM  
ATTENDANCE**



**CALL 721-2818**

Volunteers have contributed to the success of the Health District's endeavors in a number of areas. The annual influenza and pneumonia vaccination clinics, household hazardous waste collection days and emergency preparedness drills rely heavily on the time and talents of volunteers. Volunteer generosity and expertise support programs such as prescription counseling, mental aerobics, glucose screenings, skin cancer screenings and workshops dealing with headache, back pain and stroke. These programs are offered free to the District communities of Berlin, Newington, Rocky Hill and Wethersfield.

**National Volunteer Week** provides the Health District with an opportunity to honor you, current volunteers, to let the public know about your contributions to bettering the community's health and to also provide a forum for interested members of the public to learn about public health and volunteer opportunities for the Health District.

We realize that most volunteers are usually the busiest people but we hope that you can find time to join us. Please come so we can celebrate together.



**VOLUNTEER WISH LIST**

**The Health District needs volunteers interested and talented with photography, IT, communications equipment, organization of clinic flow and supplies, medical records, facility management and management/training of volunteers. Also need assistance with the Flu Clinics and Household Hazardous Waste Collection.**

**Operations Section:** Medical and non-medical components of vaccination and medication in a mass dispensing clinic (also called Point Of Dispensing = POD).

**Planning Section:** Plan ahead to meet the needs of the POD. Manages the staffing and training including Intake/Orientation, Credentialing/License Verification, ID/Badging, Scheduling and a Labor Pool. It also oversees Technical Specialists that might be needed.

**Logistics Section:** This section is responsible for the management of the POD facility and all supplies needed. It provides for Communications, Runners and the feeding of workers.

**Finance & Administration:** This section is responsible for Medical Records, Costs, Time worked and any Claims.

### **FEATURED SECTION: TAR**

**Technical Assistance Review:** At the end of February, CCHD was one of two Health Districts in the Capitol Region to participate in what is referred to as a **TAR**. This was a review of emergency plans related to the Mass Dispensing Clinic (also known as a Point of Dispensing = POD). Participants included representatives from the Centers for Disease Control (CDC), CT Department of Public Health, CT Association of Directors of Health and CCHD. The review involved various areas of preparedness planning including issues such as integration of planning with CCHD communities, security and management of supplies/vaccine/medications/personnel [including volunteers], training of volunteers and staff, communication with the public and the planning/evaluation of drills/exercises. Several lively discussions occurred regarding key issues.



## **Volunteers**

**We still need more volunteers since some volunteers are no longer able to participate due to moving, illness or other commitments.**

**Contact anytime: Judge Torpey, Emergency Preparedness Coordinator**



**721-2816**



**[judye.torpey@wethersfieldct.com](mailto:judye.torpey@wethersfieldct.com)**

See CCHD's Web site at [www.ccthd.org](http://www.ccthd.org) for information regarding services, health, emergency preparedness, links to other sites and upcoming events.

## **TRAINING: GENERAL SAFETY & SECURITY Public Health Emergency Event/POD**

**CODE WORD:** (Designated for event) to immediately terminate dangerous situation and/or to issue an alert for immediate assistance.

**SAFETY CONCERNS:** For non-time critical safety issues, notify Supervisor or Security.

**SAFETY BRIEFINGS:** Mandatory attendance as designated by Safety Officer.

**TRAINING cont.**

**SAFETY LOG:** Every safety incident/issue will be entered and tracked.

**SAFETY TRAINING:** ALL staff, First Responders and volunteers must participate in all required Safety Training prior to and as part of ongoing participation in Operations.

**IDENTIFICATION:**

- Wear identification badge & vest signifying Incident Command Section
- Sign in/out for credentialing/accountability check

**WHAT TO DO IN AN EMERGENCY**

- **MEDICAL:** Notify Supervisor or Security immediately. Medical assistance will be available on-site or by 911 Dispatch.
- **FIRE:** NOTE nearest location for ALARMS, EXTINGUISHERS & EXITS
  - How to activate alarms & use fire extinguishers
  - Fire Doors: *DO NOT PROP OPEN or BLOCK*
- **EVACUATION OF BUILDING:**
  - Exits: USE nearest EXIT or follow directions of Security/FD/PD.
  - Evacuate immediately upon order or alarm.
  - Report to immediate supervisor after exiting building.
- **CIVIL DISTURBANCE:**
  - Report any violence or threat of violence to Security immediately.
  - Do NOT attempt to intervene & move to safe area.
- **GENERAL PHYSICAL SAFETY:**
  - Restricted Areas: Do not enter unless authorized and report unauthorized entrance or questionable activity to Security.
  - Suspicious Activity: Report to Security - immediately.
  - Hazardous situations/equipment: Report to Security immediately.
  - Fatigue: Take scheduled breaks and request additional if needed. Be aware that excessive heat/cold will increase fatigue.
  - Fire arms: Only Police Officers may carry.
  - Identification: Report anyone without proper identification.
  - Doors: No doors may be propped open unless approved by Security and Fire Officers.
  - Escorts: Will be provided to vehicles if needed.
  - Personal valuables: Keep in personal possession

**SECURITY OF INFORMATION: CONFIDENTIAL**

ALL information related to event, responders & patients.

**CELL PHONES:** May be used only in designated areas.

**PRESS/MEDIA:** Requests for information:

- All information will be released by the Public Information Officer (PIO) ONLY.
- Members of the PRESS will be escorted at all times by the PIO or Designee.

**LOGISTICS: SECURITY OF EQUIPMENT & SUPPLIES**

- All equipment/supplies will be received & controlled by Logistics Section ONLY.

**SHARPS SAFETY:**

- Hold Sharps containers by upper edge-make sure closed to prevent spillage.
- Dispose of all sharps and blood contaminated materials in Sharps container.
- Do NOT overfill Sharps containers.
- Be aware of location of nearby persons when using.

**PERSONAL PROTECTIVE EQUIPMENT:**

- Wear, secure, clean and dispose of per instructions.
- Notify supervisor of any problems or questions.

**Interested in Free Training?**  
**Register on: CONNECTICUT TRAIN**  
**[See Instructions that Follow]**



**CONNECTICUT TRAIN**



First responders, town employees and CCHD volunteers are eligible to register. You may take any course unless it is restricted or priority has been given to particular disciplines. Courses may be site, distance learning, or web-based. Search for courses. Create a personal online transcript. Provide and/or read feedback on courses. Sign up for emails about new courses. The Training Finder Real-Time Affiliate Integrated Network, or TRAIN, is the nation's premier learning resource for those who protect the public's health. TRAIN is a project of the Public Health Foundation with funding from The Robert Wood Johnson Foundation, participating states and CDC. TRAIN is accessed through <http://www.ct.train.org/>. It is managed by CT DPH.



**How to Register:** <http://ct.train.org/>



1. Select **“Create Account”** on **“Left”** button
2. Read **“TRAIN”** Policies – Click **“I agree to etc.”** box then **“Next”** button
3. **Fill-in** required fields – Click **“Next”** button
4. Click on **down arrow** next to **“Select Agency”**
5. Select **“Smallpox Preparedness & Response”** from the menu
6. Click on **down arrow** next to **“Select Smallpox Preparedness & Response”**
7. Select **“Mass Vaccination Areas”** from the menu
8. Click on the **down arrow** next to **“Select Mass Vaccination Areas”**
9. Select **“28”-“CCHD”** from the menu. Click on **“Next”**
10. Select **two(2) roles**, then **scroll** to the bottom of the screen and then **select “Volunteer”** as your **third(3)** in **“Professional Roles”** and click **“Next”**
11. Click on **“Official Public Health Agencies”** box and **select “Local”** from the menu as **one of your three (3) “Work Settings”** and click on the **“Next”**
12. Selecting Demographic information is optional
13. **Click** on the **“Next”** button **to complete your registration\*\***

**\*\*Once you have registered**, go back to [Http://ct.train.org](http://ct.train.org/) to select your training:

**Please direct questions about using the site to:**  
**Christopher Stan at**  
[Christopher.stan@po.state.us](mailto:Christopher.stan@po.state.us) or 860-509-7133

1. **Type** in your **“Login Name”** and **“Password”**
2. **Click** on the **“Course Search”** button
3. **Click** on **“Browse My State Only”** that is in the menu on the left side of the screen and select your course or review the upcoming courses listed on the center or right side of the screen.