

Central CT Health District

Serving Berlin, Newington, Rocky Hill & Wethersfield

Mass Dispensing Area #28

Emergency Preparedness Newsletter



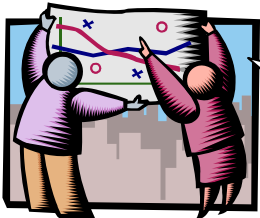
SPRING 2011



SEASONAL FLU CLINICS: FALL 2011

CCHD is once again planning for a busy flu vaccination season beginning in early October. Tentative dates have been selected for October through early November. The SUMMER Newsletter will include more information for volunteering.

HELP NEEDED for PLANNING



**PLANNING TO
STAFF PODs**



**PLANNING TO
MANAGE/TRAIN
VOLUNTEERS**

In a public health emergency event, CCHD would need to staff one or more PODs (Point of Dispensing clinics) to dispense vaccinations or medications to residents of its four towns. As we all know, CCHD is a small agency with only 12 employees so volunteers would be needed. Ideally, volunteers would be pre-screened and receive some training prior to opening any POD. This is an awesome task for one person. So, the one person (me) is asking for the assistance of several volunteers to assist in the planning and execution of some basic training. Medical background is not necessary.

CCHD has been fortunate to have many volunteers to assist with POD activities and practice during seasonal clinics. However, a mass event would require the involvement of many more volunteers. So a **KEY GROUP** is needed to assist with defining the process of volunteer management in more detail. Volunteers already are pre-screened before being added to our list. However, in a mass event the management would occur on a much larger scale. Some of the things that need more eyes and discussion are: reporting instructions, sign-in/out process, screening credentials/skills/interests to match with current staffing needs, scheduling assignment, ID badging, providing with equipment for role, orientation (JITT=Just in Time Training), monitoring their performance and assuring their well being.

All of these processes need to be done as efficiently as possible since time will be limited. The H1N1 response which involved more volunteers, staffing more clinics, reminded us what a large task would face us in a more serious event – especially if time were a factor. More than one head is needed to plan for this.

FOR QUESTIONS OR INTEREST, PLEASE CONTACT

JUDYE @ 860-721-2816 OR judye.torpey@wethersfieldct.com



TESTING VOLUNTEER CONTACT INFORMATION

If it were necessary to contact all of our volunteers to staff a large POD as QUICKLY as possible, we would want our contact information to be as accurate as possible for as many as possible,.

We are using an automated dialing service that can contact several hundred numbers in just a few minutes. The service generates a report which tells us if a message was delivered or partially delivered, a message was delivered to voicemail or an answering machine, a message was not received or the number was out of service.

While the system is not perfect, it is much faster and less labor intensive than letting the fingers do the walking.

However, unlike a person, it will **initiate the message only if it hears a “voice”** on the line.

So, YOU, or your “phone”, MUST SPEAK.

We also ask that you LISTEN to the ENTIRE MESSAGE and respond if requested.

We are trying to determine if we can have an identifying name appear with the number so you will know it is the Health District calling. More to come!



Volunteers

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

Contact anytime: Judge Torpey, Emergency Preparedness Coordinator



860-721-2816



judye.torpey@wethersfieldct.com

See www.ccthd.org for CCHD services, health, emergency preparedness, links to other sites and upcoming events.

JUST IN TIME TRAINING: Job Action Sheets (JAS)

Job Action Sheets (JAS) have been developed and continue to be refined. JASs describe the roles and responsibilities for POD staff. Each shows the job title, who the person reports to, a brief overview of specific duties, who supervise if applicable, equipment to be issued, reporting on and off duty and other information as needed. Below is an example of a JAS for the person who would coordinate people resources.

RESOURCES UNIT LEADER

Planning Section (of the ICS = Incident Command System)

Mission: Oversee identification, orientation, badging and scheduling of staff and volunteers.

Responsibilities: Ensure proper staff/volunteer credentialing, appropriate training and orientation of all staff/volunteers, and ensure pre-designated staffing levels are achieved.

Reports to (Name and Title): _____

Directly Supervises: Volunteer Team Leader, Attendance Team Leader.

Resources/Equipment: 2-way radio, cell phone, fax, laptop computer, clipboard, pen, Paper, ICS vest, files.

Plans/Protocols: ICS chart, current incident and tactical plans, POD toolkit (available at incident command post).

ICS Forms: 203 (Organizational Assignment Lists), 204 (Assignment Lists), 207 (Organizational Chart), 211 (Check-In List).

Tasks

Beginning of shift:

- Sign in at check-in area; put on position identification vest.
- Receive status report from previous shift Resources Unit Leader.
- Receive and review the Incident Action Plan (IAP) for the shift.
- Receive vaccination/prophylaxis, if not already treated.
- Obtain packet containing JASs, identification vests, just-in-time training materials and forms.
- Appoint subordinates from Labor Pool. Distribute JASs and vests to unit leaders in Planning Section.
- Conduct job and workstation just-in-time training (use JITT scripts and materials; brief subordinates on current situation; outline IAP and discuss roles and responsibilities, safety and other issues listed in JITT packet; designate time for next briefing; allow time for question and answers).
- Set up and restock workstation.

During shift:

- Assess staff and volunteer requirements for upcoming Incident Action Period.
- Ensure that all staff and volunteers proceed through badging and ID section and receive appropriate identification.
- Ensure that all incoming staff and volunteers receive appropriate orientation and training to position and function.
- Review exit/end of shift procedures with all staff and volunteers.
- Develop staffing plan for next operational period.
- Share staffing and scheduling issues with Planning Section Chief.
- Obtain information and updates regularly; communicate frequently with supervisor and subordinates



The TRAIN CT site offers links to courses based in Connecticut, other states and federal level such as FEMA. When you open the site, click on “Create an Account” and follow the directions. Make sure that you click the health district i.e. Central Ct Health District. **MOST** courses are **FREE** and will provide a certificate. The site creates an automatic Transcript for TRAIN. Connecticut courses – you can add other courses you take, track the status of current courses in which you are enrolled and create a certificate. The site offers an option to provide evaluation feedback on courses and has quick links to sites & upcoming events.

Call Judy if you have questions @ 860-721-2816

CAN YOU HEAR ME NOW?

TeamSTEPPS[®] program to address the communication needs of episodic disaster response teams (e.g., Medical Reserve Corps, Emergency System for Advance Registration of Volunteer Health Professionals and Disaster Medical Assistance Teams). June 21, 2011, Connecticut Hospital Association, 8:00am – 4:30pm.

STUMBLING BLOCKS TO PEDIATRIC WELLNESS

Times have changed. Childhood isn't always a time of innocence. In this less than carefree world, kids often face big issues that can alter the course of childhood and overall wellness. As professionals, we need to be able to identify and remove these hurdles before the repercussions become life-changing. Come gather with your colleagues to discuss current issues facing pediatric wellness and strategies to help kids reach their maximum potential. **Friday, October 21st** 8-4:30 p.m. at the Keeney Memorial Cultural Center in Old Wethersfield, CT.

PEDIATRIC VACCINE ADMINISTRATION:

The Department of Public Health, through the Planning and Workforce Development Section, is offering training for nurses and physicians in administering vaccines to children. One two-hour session is being offered at the various times and locations listed below. Register on CT.TRAIN. Additional venues will be added over the next several months. Training in pediatric vaccinations is important to assure readiness for another influenza pandemic. Please take advantage of these free offerings. June 7, 2011: New Milford VNA, 1 pm – 3PM; June 13, 2011: Torrington Health District, 10:00 am- 12:00 noon.

THE NURSING INITIATIVE PROMOTING IMMUNIZATION TRAINING (NIP-IT)

This Training is made possible by a cooperative agreement between the **University of Oklahoma College of Nursing**, a National League Center of Excellence in Nursing Education since 2006, and the **Centers for Disease Control and Prevention**. This web-based curriculum about immunizations and vaccine preventable diseases is intended to educate nursing students/nurses nationwide. Go to: <http://www.nip-it.org/>

N95 Respirator Train the Trainer Course

This course is being offered by DPH to increase the capacity of state and local agencies to fit test their personnel in advance and/or during a public health emergency. The course is being offered on July 11 at Wethersfield Police Department, 1:30pm-4:00pm. Medical clearance is required prior to attending a session.

Public Health Emergency Preparedness 101

The *Newly Revised* Public Health Emergency Preparedness 101 course is now **open to all state and local public health professionals including volunteers**.

Smallpox Vaccination Training: Part A--Online Training

This course is the online portion of a two part course designed to prepare licensed healthcare professionals, who can administer vaccines, to become Smallpox Vaccinators. This module is a prerequisite to Part B, the live workshop that will be offered within individual Mass Dispensing Areas i.e. CCHD = MDA 28) or hospitals. After completing both the online and hands-on sessions you will be able to administer the smallpox vaccine within your Mass Dispensing Area POD or Hospital.