

**Bristol County PHEP Coalition Meeting
March 15, 2016**

Attendance: See attached

Acronyms:

BP4- Budget Period 4 (July 2015-June 2016)
BP5- Budget Period 5 (July 2016-June 2017)
CDC- Center for Disease Control and Prevention
CPG- Capabilities Planning Guide
DPH- Massachusetts Department of Public Health
EB- Executive Board
EDS- Emergency Dispensing Site
EP- Emergency Preparedness
HMCC- Health and Medical Coordinating Coalition
LSAC- Local and State Advisory Committee
MAHB- Massachusetts Association of Health Boards
MAPHN- Massachusetts Association of Public Health Nurses
MCM- Medical Countermeasures
MRC- Medical Reserve Corps
NACCHO- National Association of County and City Health Officials
PHEP- Public Health Emergency Preparedness
TTX- Tabletop Exercise

CITY CLERK'S OFFICE
NEW BEDFORD, MA
2016 JUN 20 PM 12:54
CITY CLERK

Motion made and seconded	Vote
Meeting called to order at 1:45pm	Unanimously passed
February Coalition meeting minutes approved as written	Unanimously passed
Support DPH Concurrence for BP5	Unanimously passed
Meeting was adjourned at 2:22pm	Unanimously passed

Documents sent out before the meeting:

- 03-15-16 Bristol EB Agenda
- 03-15-16 Bristol PHEP Coalition Agenda
- 02-16-16 EB meeting minutes unapproved
- 02-16-16 Coalition meeting minutes unapproved
- BP4_Coalition Deliverables_March
- Copy of Bristol BP4 Expenditures March
- Announcing 2016 Foundations

Coalition meeting called to order: 1:45pm

Joseph Carvalho-Chairman

Attendance was counted and there is a quorum of 17 communities represented.

Approve previous month's minutes-January

A motion was made by David Flaherty and seconded by Beth Collins to approve the February Coalition meeting minutes as written. The motion unanimously passed.

Announcements

Joe announced that BP5 is level funded.

Vote on Concurrence

Amy attended the LSAC small group meeting, the larger group meeting and listened in to the conference call about BP5 funding. DPH is reporting that everything will be level funded at the local level and the deliverables will stay about the same. Alan Perry, who attended the LSAC meeting, reported that there was some discussion on spending practices. Amy elaborated saying that there was some controversy on how the DPH is managing purchasing practices. The LSAC group would like to see the list of approved purchases returned. A motion was made by Henry Vaillancourt, seconded by Mark Taylor and unanimously approved to support concurrence.

Monthly Updates

Liisa Jackson- MRC Coordinator

Liisa reported on the MRC training that has been going on. There was a Norton Sheltering TTX a couple weeks ago and there is a functional exercise March 19th. Liisa is available to assist with any training and TTXs that people are interested in.

Liisa has met with the Greater Fall River MRC to get the unit revitalized. They are also working on the MRC trailer inventory. There may be additional Region 5 MRC money available. Liisa is coordinating trainings throughout Region 5. The MRC website is up and running.

Last month, Liisa reported on the MRC application for \$30,000 from NACHHO- two \$15,000 grants. One for opiate prevention and one for shelter operations. She will know by March 24th if they are receiving those grants. She is working in the New Bedford area with a team of volunteers in developing a plan as to where volunteers may be able to fill in the gaps in opiate prevention.

Liisa is working on putting together a list of sheltering supplies.

Liisa added that it is a pleasure to work with the communities.

Coordinator/Planner update- Deni Phaneuf

Denise reported that all EDS Assessment Tools have been submitted on behalf of the community. Region 5 had a 100% response rate. Denise also reported that all 3 EDS deliverables have been completed for the communities she works with. Amy reported that she is still working with her communities to get things completed. Also, because all MRC units are registered on Mass Responds, the Volunteer Management deliverable is satisfied. The CPGs were completed by Lisa Crowner with the help of Denise and Amy and were submitted on behalf of the Coalition.

Amy and Denise continue to work on revising the binders as the BP4 project.

MAHB - Financial Report- Elaine LaCoursiere

Elaine reported that all MAPHN requests were approved. Because there were a lot of people interested, the EB voted to budget up to \$3,000 for the MAPHN conference. Elaine asked that anybody else who would like to attend to please send requests to her.

Elaine is still waiting for DPH approval of the budget before any checks can be written. Any outstanding purchases should be prepaid for and Elaine will quickly send reimbursement as soon as she can.

The EB also approved the following items:

- Laptops up to \$800 for Dighton, Seekonk, and Somerset. A service contract must also be purchased.
- iPad up to \$800 for Somerset and Freetown
- Clipboards up to \$150 for New Bedford

More information is needed from Lakeville before the EB will approve a defibrillator.

Elaine will notify everybody once the DPH has officially approved these purchases. Items should not be purchased before this notification in case the DPH does not approve. If the DPH does not approve the purchases, they will not be funded.

Cell phone payments were made a couple weeks ago.

Amy Palmer-LSAC

Amy reported on LSAC during the discussion of the concurrence vote.

Lisa Crowner –DPH

Lisa reported that the CPGs and EDS Assessment are completed.

There was a WebEOC drill a couple weeks before satisfying the quarterly WebEOC drill. Everybody should've gotten a HHAN alert. In Bristol County, 9 communities responded correctly (Plainville, Raynham, Westport, New Bedford, Fall River, Acushnet, Swansea, Somerset and Taunton) and 1 community (Dartmouth) responded to the wrong incident. Some feedback Lisa has heard was there wasn't enough time to respond because it was only 2 hours or people were out in the field and it's difficult to respond. Lisa emphasized that the drill is done in real time to test a realistic response. Lisa said that there were about 3 drills conducted within a short time period. The others were for HMCC and Mass Responds. Patrick Simon told Lisa that this was planned to test the system's capacity. Donna Palmer and Kevin Bernardo reported that they hit "1" on their smart phones but it was not registering with the system. Jessica Horsman reported that she got a confirmation and took a screen shot in case there was a discrepancy. Seekonk was not reported as having responded. Lisa will help with troubleshooting. Lisa reminded the group that there is an email alert along with the phone call in case people need to reference what was said on the message. Lisa also said that when responding to the WebEOC drill, on the activity log, be sure to route the message sending it out to everybody to be sure it gets where it needs to be.

HMCC

Lisa reported that the planners were at the last HMCC meeting, which was very positive. The HMCCs are currently working on developing surveillance and MCM annexes. Amy attended the meeting about the annexes and reported that it was about determining the HMCC role in surveillance and MCM dispensing.

With respect to the HHAN, only 3 people from each local health departments should be registered on the HHAN. All 5 disciplines of the HMCC have representatives on the HHAN. Police and Fire are always welcome to the register on the HHAN.

Future trainings include a discussion on May 20th and a TTX on June 9th from 9am-12pm for Regions 2 and 5 about MCM and surveillance annexes.

Region 5 HMCC is off to a strong start with the approval of their mission statement and the Principles of Operation. Joe Carvalho agreed that the Region 5 HMCC is getting along well.

Other

Amy Palmer reported there is now a Greater Attleboro Regional dispensing subcommittee which consists of her as the chair, Pauline (Clifford) Zajdel, Chief Hatfield from Foxborough and Chief Partridge from Easton. They will be discussing the possibility of Gillette Stadium as a regional dispensing site at the next REPC meeting.

Joe Carvalho said there is a TTX being held in Randolph on April 26th 9-1:30, including breakfast and lunch. There is no registration fee. Contact Joe for more information.

Next Coalition Meeting: April 19, 2016 if no snow.

A motion was made, seconded and unanimously approved to close the meeting at 2:22pm

Respectfully submitted,
Amy Palmer

**Bristol County PHEP Coalition Meeting
June 21, 2016**

Attendance: See attached

Acronyms:

ADA- Americans with Disabilities Act
BP4- Budget Period 4 (July 2015-June 2016)
BP5- Budget Period 5 (July 2016-June 2017)
DPH- Massachusetts Department of Public Health
EB- Executive Board
EDS- Emergency Dispensing Site
EP- Emergency Preparedness
LSAC- Local and State Advisory Committee
MAHB- Massachusetts Association of Health Boards
MEHA- Massachusetts Environmental Health Association
MRC- Medical Reserve Corps
OPEM- Office of Preparedness and Emergency Management
PHEP- Public Health Emergency Preparedness
REPC- Regional Emergency Planning Committee
VNA- Visiting Nurses Association

OFFICE OF THE
CLERK
2016 JUN 23 A 8:57
CITY CLERK

Decision made	Action taken
The vacant Planner's position will be posted immediately.	Elaine LaCoursiere will work with the Coalition on the job description details and Marcia Benes will post the job.

Motion made and seconded	Vote
Meeting called to order at 1:58pm	Unanimously passed
Try the Norton Media Center, 184 West Main Street, Norton, for the Coalition meeting in August.	Unanimously passed
Approve using the funding originally allotted for Earthquake preparedness booklets on condoms for EP Zika prevention packets	Unanimously passed
Meeting was adjourned at 2:46pm	Unanimously passed

Documents sent out before the meeting:

- 06-21-16 Bristol EB Agenda
- 06-21-16 Bristol PHEP Coalition Agenda
- 03-15-16 EB meeting minutes approved
- 03-15-16 Coalition meeting minutes approved
- BP4_Coalition Deliverables_June
- Copy of Bristol BP4 Expenditures June

Coalition meeting called to order: 1:55pm

There is a quorum of 13 votes present.

Joe Carvalho- Chair

Meeting location

The next Coalition meeting will be held at 184 West Main Street in Norton at the Norton Media Center on the 2nd floor. The building is ADA compliant and has wireless internet. There will be some set up required. Members will be asked to set up their own chair and to put it away. Denise will complete the necessary paperwork to request the room for use.

Chris Zahner made a motion to try the room for one month, Jacquie O'Brien seconded it and the motion passed unanimously.

Approve previous month's meeting- May

This was tabled until the August meeting. March meeting minutes were sent out in error with the public posting.

Announcements

Joe Carvalho, on behalf of the Coalition, expressed gratitude to Amy Palmer who will not be renewing her contract with the Coalition but instead will be taking the Health Agent position in Mansfield starting in July. Amy thanked the group, thoroughly enjoyed the cake and truly appreciated the flowers.

Planner's position

The MAHB will be posting the soon-to-be vacant Planner's position immediately. Elaine LaCoursiere asked if anybody knows somebody who may be interested to let her know.

BP5 budget discussion/Vote

It was announced that a laptop for Dighton has been approved.

The earthquake preparedness books were approved but Jacquie O'Brien said that the DPH approval came too late and MRC funds had to be used. The DPH did approve the purchase of condoms to prevent the spread of Zika, which is an EP emerging disease. The EB approved up to \$200 on condom purchase. After some discussion, the EB was asked to allow the unused earthquake preparedness books to purchase additional condoms. Lisa Crowner said that they must be latex and put into emergency preparedness packets with Zika cards and booklets on proper condom use. These must be visual in case English is not the user's first language. Jacquie O'Brien said they will distribute these EP packets at health fairs, farmers markets, housing authorities and the literacy center in Attleboro- locations where recent immigrants or travelers from Zika infected countries may be. These will be distributed through the Bristol-Norfolk MRC but the units are always sharing resources. Liisa Jackson helps with resource sharing among units. Lisa Crowner figured about 2250 condoms from the quoted Amazon could be purchased with the funds available. She suggested that 5-6 condoms per EP packet would be more effective.

Henry Vaillancourt made a motion to use the money allotted for the Earthquake preparedness booklets to purchase additional condoms. Bob Davis seconded the motion. The motion passed unanimously.

Coordinator/Planner update- Deni Phaneuf

Review BP4 deliverables

There was a WebEOC drill in June and a few issues were noted from Coalition members in Region 5. Lisa Crowner has already sent an email through DPH channels and is waiting for a response. She will follow up with the Coalition when she has more information.

Denise reported that the deliverables have been tracked continuously and are up to date.

BP4/BP5 Project update final

Denise read through the measurable outcomes that she reported on the BP4 final project. Some outcomes were that all 24 communities participated in the review and update of plans to create a more user-friendly system based on the recommendations of the Coalition. Three new binders were created: Introduction, EDS Grab and Go, and Resources; and flash drives were distributed with the binders. Plans were disseminated to all communities. The final project report was submitted to the DPH through Lisa Crowner by Denise to meet the Deliverable requirement.

MAHB - Financial Report- Elaine LaCoursiere

Elaine LaCoursiere reported that the DPH has given her new information about using unspent BP4 funds on BP5 purchases. The DPH Procurement Department will have a definite answer as to whether or not the Coalition can use unspent BP4 funds by mid-July. The current \$12,000+ in unspent funds has been dedicated to be used for a trailer for Plainville. At this point in the fiscal year, there is no way to spend the \$12,000 on a BP4 purchase. The EB has decided to leave the money dedicated to a trailer for Plainville and will wait to hear from the DPH in July.

All other funds have been spent.

Amy Palmer-LSAC

Amy reported that LSAC will be sending information for Coalitions to work through some topics on EP and local public health. She was hoping to have it for this meeting but hasn't received anything yet.

Lisa Crowner talked about how many Health Agents are frustrated that there are no minimum qualifications for the position. At the last LSAC Meeting, Alan Perry said that he would be bringing this issue to MEHA for more discussion. Getting more clarification of job expectations would empower people at the local level for them and their Boards of Health. Lisa Crowner asked the Coalition to please let her know about any concerns because she is very good at bringing forward concerns at the DPH.

Denise Phaneuf talked about how Berkley is not on MAVEN because of a lack of funds. Lisa Crowner will follow up on if PHEP funds would be available. Lisa said that maybe the smaller communities could ask their VNA to cover MAVEN and case investigation. Lisa's concern is that the town will be found liable if they are not doing a disease investigation and somebody dies. There was some discussion on government liability on choosing to not act and government being held responsible for public health issues, such as rabies.

Liisa Jackson- MRC Coordinator

Liisa Jackson said that there were two regional training days, one in Middleborough and one in Duxbury. In Fall River, they cleaned out and inventoried their trailer.

Liisa reported that she sees an increase in activity among all volunteers, including those who have been inactive. There is a lot of word of mouth recruiting. The MRC has been building partnerships in suicide

and opiate prevention, working with REPCs and Catholic Social Services and with Rev. Lima from New Bedford, and getting more involved in drills and exercise.

Over the summer, the MRCs will work through the databases and do some house cleaning while things are quiet.

Lisa Crowner –DPH

Lisa Crowner has submitted the BP5 work plans for Bristol County and it sounds like OPEM has accepted it. Lisa said she understands that people have expressed their frustration with having to continue working on the same drills every year but this is the last year for the Cooperative Agreement so things are the same for the next fiscal year. The next Cooperative Agreement may have new deliverables.

In the fall, Lisa would like to have a Coalition meeting where members update their EDS contact information on WebEOC. Amy Palmer said that in the Resource Binder, tab 2, there is a WebEOC User's Guide for Updating EDS. People will need to bring their laptops or iPads, WebEOC passwords and EDS information for the drill.

Lisa spoke about the 3 HHAN drills conducted last Tuesday: WebEOC, Healthcare group, MRC Coordinators. Lisa understands that if you were to receive all 3 drills in one morning, it may be overwhelming but the DPH is trying to test capacity. If it seems too much, Lisa asked people to think about what other staff or volunteers could assist them in the event of an emergency.

On the HHAN, in each community, there should be 2-3 people per health department. Fire and Police chiefs should already be on the HHAN separate from the health department. If you have a question about who from your community is on the HHAN, Lisa can help with that. She emphasized how the HHAN is going to be the backbone of communication in the event of an emergency.

Because the information will not be available in time, the EDS Gap Analysis deliverable will not be completed in BP4 but instead will be completed in BP5.

Lisa reminded people that in Bristol County Zika is not as much of a concern as EEE and WNV. Bristol and Plymouth County Mosquito Control will spray your property from the street for mosquitos for free. Joe Carvalho reminded that tablets can be put in open pools at abandoned houses to reduce mosquito populations. Mosquito dunks for birdbaths will reduce arbovirus eggs.

Other

Henry Vaillancourt will write a letter to thank the town of Mansfield for the use of their conference room.

Denise Phanuef has requested through Lisa Crowner Preparedness bags in preparation for National Preparedness Month. They will be available at the August Coalition meeting.

Motion made, seconded and unanimously passed at 2:46pm. Next meeting will be on August 16th, 2016, at the Norton Media Center.

Respectfully submitted,

Amy Palmer

2015-2016

Acushnet	Correia	Joe		NO MTG	X	X	X	No MTG	X	X	X	NO MTG	X	X
Attleboro	Perry	Alan			X									
Attleboro	O'Brien	Jacquie			X				X	X	X			X
Berkley	Romano	Jim												
Dartmouth	Michaud	Chris			X				X	X				
Dighton	Collins	Bethany			X				X	X	X		X	
Dighton	Grassie	Rosalind												
Easton	Taylor	Mark			X					X	X			X
Fairhaven	Fowle	Patricia B.				X							X	X
Fall River	Vaillancourt	Henry			X				X	X			X	X
Foxborough	Clifford	Pauline			X					X	X		X	
Freetown	Bernardo	Kevin							X		X			
Lakeville	Perry	Lawrence			X				X	X			X	X
Mansfield	Leite	Scott			X								X	
N. Attleboro	Fleming	Anne Marie				X								
N. Attleboro	Davis	Robert F.							X				X	X
New Bedford	Harrington	Stephanie			X					X				
New Bedford	Borrello	Michelle								X	X		X	X
Norton	Zahner 4th	Christian							X	X			X	X
Norton	Palmer	Donna			X	X			X	X	X		X	X
Plainville	Pawlucznek	Kelly			X				X	X	X		X	
Plainville	Revelle	Deborah							X				X	
Raynham	Flaherty	David			X	X			X	X	X		X	
Rehoboth	Conlon	Jaime			X	X			X	X	X		X	X
Rehoboth	Ashton	Robert			X	X			X	X	X		X	X
Seekonk	Horsman	Jessica							X	X	X		X	X
Seekonk	TBA													
Somerset	LaChance	Emily				X			X	X	X		X	X
Stoughton	Waldron	Kathleen			X				X				X	

Stoughton	Gabriel	Sandra	retired	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			7/21	8/18	9/15	10/20	11/17	12/15	1/19	2/16	3/15	4/19	5/17	6/21			
Swansea	Carvalho	Joseph		X	x	No MTG	X	X	X	X	X	NO MTG	X	X			
Taunton	Gallant	Heather		X	X		X		X				X				
Westport	Walsh	James		X	X		X	X	X	X	X		X	X			
Planner	Palmer	Amy		X	X		X	X	X	X	X		X	X			
Planner	Phaneuf	Denise		X	X		X	X	X		X		X	X			
MRC	Jackson	Lisa						X	X	X	X		X	X			
DPH	Crowner	Lisa					x			X	X		X	X			
MAHB	Benes	Marcia											X				
MAHB	LaCoursiere	Elaine		x	X		X	X		X	X		X	X			
OTHER	Pelligrino	Allison-Intern											X	X			
	Wiggons	Peter-Norton resident												X			
		People Attended Communities Attended		23	22		24	22	21	20	26		16	23			
				18	17		18	15	14	15	18		25	13			

BRISTOL COUNTY EP COALITION DELIVERABLES REPORT- JUNE

BP4 LOCAL PUBLIC HEALTH PREPAREDNESS COALITION DELIVERABLES

Section 1 - CDC PHEP Capabilities Development Projects		Program and/or Outcome	Due Date	Coalition Progress
<p>a) The coalition will collaborate with HMCC partners to identify a common challenge or concern related to the region's ability to respond in an emergency and linked to a joint PHEP and HPP Capability, and work with the Regional Coordinator and sponsoring organization to develop a schedule of multi-disciplinary meetings and or conference calls to discuss a common strategy to make progress toward achieving the Capability.</p> <p>b) The coalition will develop at least one coalition-level project that will help member communities make progress toward demonstrating specific PHEP Capabilities.</p> <p>The coalition must submit a brief abstract for each project which includes the following information:</p> <ul style="list-style-type: none"> • Project objective must be S.M.A.R.T - Specific, Measurable, Attainable, Realistic, Timely • Rationale for project (cite specific information from HVAs, CPGs, AARs, etc.). • PHEP Capabilities, functions, and tasks addressed (http://www.cdc.gov/php/capabilities/) • Technical assistance needs for the project • Planned activities for the project including defined deliverables, product, or outputs the project is expected to produce • Project timeline with milestones throughout • Processes or structures describing how the project will address the emergency preparedness, response, and recovery needs of individuals with access and functional needs, especially older adults <p>Additional Information: Coalitions are encouraged to leverage additional sources of funding to supplement PHEP funds for the project. Exercises conducted must follow HSEEP building blocks model and the MDPH Exercise Notification Form must be submitted prior to the first planning meeting. Coalition representatives are strongly encouraged to share projects, products/outcomes, and best practices at a statewide meeting/conference or other venue.</p>	<p>a) The coalition will collaborate with HMCC partners to identify a common challenge or concern related to the region's ability to respond in an emergency and linked to a joint PHEP and HPP Capability, and work with the Regional Coordinator and sponsoring organization to develop a schedule of multi-disciplinary meetings and or conference calls to discuss a common strategy to make progress toward achieving the Capability.</p> <p>b) The coalition will develop at least one coalition-level project that will help member communities make progress toward demonstrating specific PHEP Capabilities.</p> <p>The coalition must submit a brief abstract for each project which includes the following information:</p> <ul style="list-style-type: none"> • Project objective must be S.M.A.R.T - Specific, Measurable, Attainable, Realistic, Timely • Rationale for project (cite specific information from HVAs, CPGs, AARs, etc.). • PHEP Capabilities, functions, and tasks addressed (http://www.cdc.gov/php/capabilities/) • Technical assistance needs for the project • Planned activities for the project including defined deliverables, product, or outputs the project is expected to produce • Project timeline with milestones throughout • Processes or structures describing how the project will address the emergency preparedness, response, and recovery needs of individuals with access and functional needs, especially older adults <p>Additional Information: Coalitions are encouraged to leverage additional sources of funding to supplement PHEP funds for the project. Exercises conducted must follow HSEEP building blocks model and the MDPH Exercise Notification Form must be submitted prior to the first planning meeting. Coalition representatives are strongly encouraged to share projects, products/outcomes, and best practices at a statewide meeting/conference or other venue.</p>	<ul style="list-style-type: none"> • (a) Submit description of identified challenge or concern and outline of proposed discussion timeline. • (b) Submit project abstract forms which include identification of project objectives, rationale, capabilities/functions/ tasks addressed, technical assistance, 	October 31, 2015	Project Identification form submitted to DPH August 31, 2015
		<ul style="list-style-type: none"> • (a) Provide update summary of multi-disciplinary discussion. • (b) Update project abstract document and submit. Define milestones and products achieved thus far plus those items which are planned. 	Summary January 31, 2016 Project update December 31, 2015	Project update was submitted to DPH December 23, 2015

<ul style="list-style-type: none"> • (a) Written description of outcome of discussions, including identification of issues resolved and issues outstanding. • (b) Submission of products or outputs as determined in abstract. 	June 30, 2016	<p>Westport, Taunton and Stoughton have scheduled site visits in June.</p> <p>Currently, the following communities have received updated binders: Acushnet, Attleboro, Berkeley, Dartmouth, Dighton, Easton, Fairhaven, Fall River, Foxborough, Freetown, Lakeville, Mansfield, New Bedford, North Attleboro, Norton, Plainville, Raynham, Rehoboth, Seekonk, Somerset, Swansea.</p> <p>A report summary will be submitted to the DPH by June 30, 2016.</p>
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TRAINING			
Activity	Project Lead/Coordinator	Due Date	
<p>a) The coalition will collaborate with HMCC partners and sponsoring organization to host a regionally-based and multi-disciplinary in-person training using curriculum to be developed and provided by MDPH: An Introduction to Emergency Support Function 8. <i>PHEP Capability 3: Emergency Operations</i></p>	<ul style="list-style-type: none"> • Work with MDPH and sponsoring organization to identify training date, venues, etc. 	<p>Identify training date and logistics by: September 30, 2015</p>	
<p>b) The coalition will document National Incident Management System (NIMS) training by submitting a list of individuals trained in ICS (100, 200, 300) and NIMS (700, 800) in each member community. The coalition will maintain training records for NIMS compliance. Guidance available at: http://www.mass.gov/eohhs/docs/dph/emergency-prep/ics-training-flowchart-public-health.pdf <i>PHEP Capability 3: Emergency Operations Coordination</i></p>	<ul style="list-style-type: none"> • Submit spreadsheet of individuals and their ICS/NIMS trainings with dates 	<p>Training held by: June 30, 2016</p> <p>September 30, 2015</p>	

BP4 LOCAL PUBLIC HEALTH PREPAREDNESS COALITION DELIVERABLES

DRILLS AND EXERCISES	Implementation/Outcome	Due Date	Coalition Progress
<p>a) Coalition communities will participate in quarterly coalition-wide drills conducted by MDPH via the HHAN, WebEOC and/or other platforms to test information sharing, resource requests and notification capabilities. MDPH OPEM will provide response metrics to coalitions. <i>PHEP Capability 3: Emergency Operations Coordination and PHEP Capability 6: Information Sharing</i></p> <p>b) The coalition will collaborate with HMCC partners to participate in four regional, multi-disciplinary, capabilities-based exercise opportunities.</p> <p>Exercise 1: A regionally-based workshop sponsored by MDPH to create a regional coordination plan for emergency response. <i>PHEP Capability 3: Emergency Operations Coordination</i></p> <p>Exercise 2: A regionally-based workshop sponsored by MDPH to create a plan for the coordination of regional assets to conduct surveillance and other epidemiologic activities during a response to an emerging infectious disease. <i>PHEP Capability 13: Public Health Surveillance and Epidemiological Investigation</i></p> <p>Exercise 3: A regionally-based workshop sponsored by MDPH to develop a regionally-based Medical Countermeasures (MCM) plan to complement local emergency dispensing through identification of medical countermeasure distribution and dispensing strategies at the regional, or 'whole community' level. <i>PHEP Capability 8: Medical Countermeasure Dispensing</i></p> <p>Exercise 4: A regionally-based tabletop exercise sponsored by MDPH to test the plan for the coordination of regional assets to conduct surveillance and other epidemiologic activities and distribution and dispensing of MCM during a response to an emerging infectious disease. <i>PHEP Capability 8: Medical Countermeasure Dispensing, PHEP Capability 13: Public Health Surveillance and Epidemiological Investigation</i></p>	<ul style="list-style-type: none"> • Following receipt of response metrics, submit updates to HHAN list contact information. Regional Coordinator will share response results with Region/coalition. • Identification of Coalition participants. Coordinate follow up actions. • Identification of Coalition participants. Coordinate follow up actions. • Identification of Coalition participants. Coordinate follow up actions. 	<p>September 30, 2015</p> <p>December 31, 2015</p> <p>March 31, 2016</p> <p>June 30, 2016</p>	<p>Communities who are unfamiliar with WebEOC should contact their planners for assistance before the drill occurs.</p>

Version Date: July 22, 2015 – Changes may occur during the year based upon supplemental CDC guidance or MDPH planning.

BP4LOCAL PUBLIC HEALTH PREPAREDNESS COALITION DELIVERABLES

DRILLS AND EXERCISES	Responsibility/Drill Lead	Due Date	Coalition Progress
<p>c) Coalition communities will complete three SNS operational drills from CDC required list. Choose three unique drills from: site activation, staff notification, facility set-up, and dispensing throughput (live or RealOpt). <i>PHEP Capability 8: Medical Countermeasure Dispensing</i></p>	<ul style="list-style-type: none"> • Submit CDC drill report forms. • If conducting a facility set-up or throughput drill (live or RealOpt) an AAR must also be submitted. *If completing RealOpt throughput drill, AAR should include screenshots of model used. 	<p>December 31, 2015 (2 drills) March 31, 2016 (1 drill)</p>	<p>Site Activation and Staff Notification Drills completed: Acushnet, Attleboro, Berkley, Dartmouth, Dighton, Easton, Fairhaven, Fall River, Foxborough, Freetown, Lakeville, North Attleboro, Norton, New Bedford, Plainville, Raynham, Rehoboth, Seekonk, Somerset, Swansea, Stoughton, Taunton and Westport.</p> <p>Facility Set Up drill AAR and metrics submitted to the DPH: Acushnet, Attleboro, Easton, Fairhaven, Foxborough, Mansfield, Norton, Raynham, Seekonk</p> <p>RealOpt drills and AAR completed and submitted to DPH: Dartmouth, New Bedford, North Attleboro, Plainville, Rehoboth, Berkley, Dighton, Fall River, Lakeville, Freetown, Stoughton, Swansea, Somerset, Taunton and Westport.</p>

Version Date: July 22, 2015 - Changes may occur during the year based upon supplemental CDC guidance or MDPH planning.

BP4 LOCAL PUBLIC HEALTH PREPAREDNESS COALITION DELIVERABLES

TECHNICAL ASSISTANCE	Proposed and/or Ongoing	Due Date	
<p>a) Coalition communities engage in a review of their Emergency Dispensing Site plan and collaborate with the Public Health Regional Coordinator and other OPEM staff to identify gaps and develop an improvement plan for mitigation. <i>PHEP Capability 8: Medical Countermeasure Dispensing</i></p>	<ul style="list-style-type: none"> Conduct EDS Review (format to be provided by MDPH) Gap Analysis and Improvement Plan 	<p>February 28, 2016</p> <p>June 30, 2016</p>	<p>All Communities have submitted their EDS Review on Survey Monkey.</p> <p>Planners are waiting for further guidance from the DPH on the development of the improvement plan.</p>

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BP4 LOCAL PUBLIC HEALTH PREPAREDNESS COALITION DELIVERABLES

Section 2 - MDPH Annual Requirements		Due Date	Coalition Progress
a) The coalition will collaborate with local public health partners from the region to proactively participate in the development of the HMC, in the formation of its executive leadership body, the establishment of principles of organization or bylaws and the	• Maintain documentation of coalition participation.	June 30, 2016	
b) The coalition, including all local jurisdictions, will document updates and submissions of the coalition-wide 24/7 contact list. <i>PHEP Capability 3: Emergency Operations Coordination</i>	• Submit quarterly updates of 24/7 contact list to OPEM.	September 30, 2015 December 31, 2015 March 31, 2016 June 30, 2016	MAHB submitted information to DPH
c) The coalition will ensure that coalition membership meets at least four times per year. The coalition will make a good faith effort to schedule and hold a coalition meeting to review and vote on concurrence with the BP5 draft application provided by OPEM in accordance with policies and procedures developed by OPEM and the LSAC.	<ul style="list-style-type: none"> • Documentation of at least four meetings. • Written submission of concurrence vote to OPEM. 	Ongoing	
d) The coalition, including all local jurisdictions, will submit appropriate exercise documentation to OPEM. This includes submission of an Exercise Notification Form for any exercises or drills supported with PHEP funds as well as HSEEP-compliant AAR/IPs following completion of an exercise. Timely advance submission of the Exercise	<ul style="list-style-type: none"> • Applicable only if tabletop, functional, or full-scale exercise conducted. 	Ongoing	
e) Demonstrate ability to share basic epidemiological data with relevant healthcare organizations. This deliverable shall be accomplished through participation in Massachusetts Virtual Epidemiologic Network (MAVEN) or other means identified by LHD and specifically approved by MDPH. <i>PHEP Capability 13: Public Health Surveillance and Epidemiological Investigation</i>	<ul style="list-style-type: none"> • If participating in MAVEN, no documentation required. State lab sends quarterly reports on LBOH participation to OPEM. If not participating, must explain reasons for non-participation and document MDPH approval of alternate means used to share epidemiological data. 	June 30, 2016	<ul style="list-style-type: none"> • All communities are currently registered on MAVEN. • Currently Berkley is offline.

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BP4 LOCAL PUBLIC HEALTH PREPAREDNESS COALITION DELIVERABLES

Section 3 – VASL Jurisdiction (required part of CDC H1P5 documentation for completion)			
	Applicable/Not Applicable	Due Date	Coalition Progress
f) Provide documentation of plans, processes, and procedures in place to manage volunteers supporting a public health or medical emergency. <i>PHEP Capability 15: Volunteer Management</i>	<ul style="list-style-type: none"> If local MRC participates in MA Responds no documentation required. MRC units not participating in MA Responds must provide evidence of written plans, processes and procedures in place to manage volunteers supporting a public health or medical emergency. 	March 31, 2016	All MRGs participate in MA Responds.
g) Completion of BP5 coalition-level CPGs as way to self-assess the progress and gaps in demonstrating PHEP capabilities.	<ul style="list-style-type: none"> Submission of BP5 coalition level CPGs. 	February 28, 2016	CPGs were submitted to the DPH by the Regional Coordinator.

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BP4 LOCAL PUBLIC HEALTH PREPAREDNESS COALITION DELIVERABLES

Section 3 - UASI Jurisdiction (required part of CDC PHEP Cooperative Agreement)			
	Progress and/or Outcome	Due Date	Coalition Progress
a) UASI communities will submit medical countermeasure dispensing readiness data on the Jurisdictional Data Sheet. <i>PHEP Capability 8: Medical Countermeasure Dispensing</i>	<ul style="list-style-type: none"> Participate in MCM dispensing data collection. 	March 31, 2016	Bristol County communities are not in the UASI Jurisdiction
b) With support and technical assistance from OPEM staff, UASI communities will participate in a MCM operational readiness review (ORR) process to evaluate local medical countermeasure operational readiness. CDC will conduct a review of the state plan and one (1) local UASI jurisdiction plan. OPEM staff will review the remaining 8 UASI community plans. <i>PHEP Capability 8: Medical Countermeasure Dispensing</i>	<ul style="list-style-type: none"> Participate in ORR process. (CDC Review of 1 local UASI community plan and state plan) MDPH review of remaining 8 local UASI community plans. 	December 2015 January 2016 through March 15, 2016	

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BP4 LOCAL PUBLIC HEALTH PREPAREDNESS COALITION DELIVERABLES

Section 4 - MDPH Administrative Deliverables assigned to HMCC sponsoring Organization		Assigned and/or Ongoing	Due Date	Coalition Progress
a) The coalition will ensure that all communities within the coalition that receive direct support under the PHEP grant are (a) participating in the coalition, and (b) providing appropriate documentation of efforts to meet the deliverables of the PHEP.		<ul style="list-style-type: none"> As part of each quarterly fiscal report, provide an affirmation that all coalition members receiving direct support through PHEP funding are in 	Ongoing	
b) The coalition will submit a copy of current Operating Principles to its HMCC sponsoring organization, for review and consideration in development of HMCC principles of operation, and will provide feedback on proposed HMCC Operating Principles as requested by the sponsoring organization.		<ul style="list-style-type: none"> Submit current copy of coalition Operating Principles. 	September 30, 2015	The MAHB has submitted the Principles of Operation to the DPH.
c) The HMCC sponsoring organization will ensure that capital equipment purchased by or for the coalition is accounted for and a list of capital equipment is submitted.		<ul style="list-style-type: none"> Submit to OPEM Fiscal staff list(s) of capital equipment. 	June 30, 2016	
d) The coalition will hire a .5 FTE planner to support the coalition with completion of deliverables.		<ul style="list-style-type: none"> .5 FTE planner hired and accounted for in 	Ongoing	
e) The coalition will comply with policies and procedures as described in the MDPH OPEM BP4 Grants Management Manual.		<ul style="list-style-type: none"> Self-explanatory 	Ongoing	

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