

**Appendix 1****Bow High School Clinic**

**Address:** 32 White Rock Hill Road  
Bow, NH 03304

**Telephone:** (603) 228-2210

**Fax:** (603) 228-2212

**Town Contact:** Jim Pitts, Town Manager 228-1187 x10

**Facility Contacts:** Dawn Tuttle, Head Custodian

**SNS Delivery Contact Information****Bow Police: 228-1240 (24/7)****Authorized to sign:**

1. Bow Police Department
2. Bow Town Manager
3. Bow High School Head Custodian

1. **Population**
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**1. Population**

<b><u>Town</u></b>	<b><u>Population</u></b>
Allenstown	5,150
Bow	8,010
Pembroke	7,420

**Population estimate: 20,580\***

\*- This is based on the 2005 estimates by NH Office of Energy and Planning and is to be used to plan for a worst-case scenario of number of people to be vaccinated at a healthcare facility. In the

event medications are dispensed, heads of households may pick up the medications for their entire family.

## 2. Operations

**Clinic Flow:** (see attached map)

The public will be given registration forms in the parking lots and at the bus drop off site to complete while they are waiting in line.

They will enter the building through the Auditorium entrance. Handicapped individuals will enter the building from the handicapped parking lot.

**Triage-** Upon entrance into the building, individuals will be triaged to determine if they are sick or well. Sick individuals will be sent to the Nurse's Office.

**Greeting/Registration** - Well individuals will be given registration forms to complete and will proceed to the Gymnasium. The hallway will be divided with plastic chains with one lane devoted to handicapped individuals and those who may need additional assistance. The other half will be for the general public. The hallway traffic will be one-way only.

**Education** - The auditorium can be used for education or as a resting area if bottleneck occur. (Seating capacity 640).

**Screening** - Individuals will proceed into the gymnasium. They will hand their forms to a medical screener to be reviewed for any allergies or medical interactions.

**Dispensing/Vaccination** - If they are clear for medication/vaccination they will proceed directly to the dispensing area.

**Counseling** - If they have indicated an allergy or interaction on their form, they will proceed to the medical counseling area to determine if they are eligible to receive the medication/vaccination.

**Exit Review** - Once individuals have received their medications/vaccinations they will proceed to exit review. If the medication/vaccination calls for additional monitoring, the individuals will sit in a chair for a determined amount of time (up to 15 minutes). Once their time is up they will be free to leave the gym through the back exit.

Floater will be used to monitor the lines and provide any additional assistance necessary. BHS personnel will be available to unlock rooms and assist with facility issues as needed.

**Possible issues:**

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**Handicapped person comes by bus:** If an individual arrives by bus that is unable to walk or stand in line outside of the building, the bus will make an additional drop off at the handicapped entrance of the building. A van could be used if needed to help escort as well.

**Behavior or security problem in line:** In the event of an individual acting up in line, he/she will be escorted out of line by a police officer and taken out of the building. The individual will not be allowed to return to the line or walk back through the line. The individual will be escorted outside and enter through the \_\_\_\_\_ entrance. The individual will be placed in a room until a staff member is able to give them their medication/vaccination. They will then be escorted from the building.

**Fainting or adverse reaction:** In the event of an individual fainting or having an adverse reaction to the medication/vaccination he/she will be moved to a cot or gurney and moved out of the gym through the back exit. If the individual requires emergency medical attention, the ambulance will transport them directly to Concord Hospital.

If the individual does not require emergency medical attention, but requires additional rest and observation, the individual will be escorted to the Nurse's Office.

**Minor arrives without Parent or Guardian:** In the event a minor arrives at the clinic without a parent or guardian, a phone will be available at the medical screening station to call for consent.

The POD Manager will make decisions on how to handle all other unforeseen issues that arise during clinic operations.

### **3. Transportation Plan:**

#### **Parking:**

There is an estimated 600-700 parking spots on the Bow High School campus. Based on the worst-case scenario of 48 hours to get vaccination/medication to the public the estimated flow would be 428 people per hour. The 600-700 parking spots would be sufficient. Busing people into the facility is not necessary based on parking, but may be recommended based on traffic flow and security.

It is recommended that handicapped parking be made available near the clinic entrance or have people who need assistance park at the Bow Fire Department and get shuttled into the clinic.

#### **Traffic Flow:**

The general public will enter and leave the campus via White Rock Hill Road.

The Bow Highway Department will have the responsibility for placing message boards, signs and traffic barriers on Bow Center Road, White Rock Hill Road, on campus, and other roads as needed..

**Busing:**

Busing people into the facility is not necessary based on parking, but may be recommended based on traffic flow and security and for people with transportation challenges. There is currently a plan in place to use Concord Area Transit and area private busing companies to provide transportation for up to 33% of the population. Each town has a designated location for pick-ups and drop offs.

Town	Location
Bow	Bow Fire Department
Allenstown	
Pembroke	

**4. Security Plan**

The Bow Police Department would have authority over the security of the POD. Police Departments from Allenstown and Pembroke will provide supplemental assistance. The clinic will be secured by 24-hour coverage throughout the entire clinic operation.

**Traffic Posts:**

There will be \_\_\_\_ personnel assigned to traffic and parking posts. These posts would ideally be manned by sworn officers, but may be manned by fire, public works or other personnel.

Posts \_\_\_\_\_:

Posts \_\_\_\_\_:

Posts \_\_\_\_\_:

**Crowd Control/Security Posts:**

There will be \_\_\_\_\_ law enforcement officers assigned to crowd control/security posts. Sworn officers must man these posts.

Post \_\_\_\_\_: North Side of Bow High School

Post \_\_\_\_\_: South Side of Bow High School

Post \_\_\_\_\_: Main hallway

Post \_\_\_\_\_: Entrance of gymnasium

Post \_\_\_\_\_: Exit of gymnasium

Post \_\_\_\_\_: Security of medications/vaccines

Post \_\_\_\_\_: Assigned as needed.

**5. Ambulance Coverage:**

Bow Fire will staff an advanced life support unit at the clinic, with backup support provided by Allenstown and Pembroke Fire Departments.

**6. Portable Toilets:**

Need to contact \_\_\_\_\_ Septic for MOU to get \_\_\_\_ toilets delivered.

Placement on campus will be determined in advance and noted on maps.

**7. Staff /Volunteers:**

Staff will park behind the school in the Staff Parking Lot. Staff and volunteers will enter through the rear entrance. Staff sign-in will be held in the Cafeteria. Other conference rooms and the Library will be used for training and orientation. Staff will be able to use the cafeteria for breaks. Phones will be available to use to call home.



Medication/vaccination of staff and families:

Medication/vaccination will be provided to all staff and family members at least one hour prior to opening the POD to the public. Staff and their family members will go through the same process as the general public, but will be given priority status to receive it.

**8. Additional rooms that could be used:**

Room	Possible Functions
Library	Staff Training
Cafeteria	Staff sign-in
Cafeteria	Staff break room with phones and computers
Library	Incident Command

**9. Available Equipment:**

Tables: 30

Seating Capacity: Chairs: 300

Bleachers: 400

Auditorium: 640

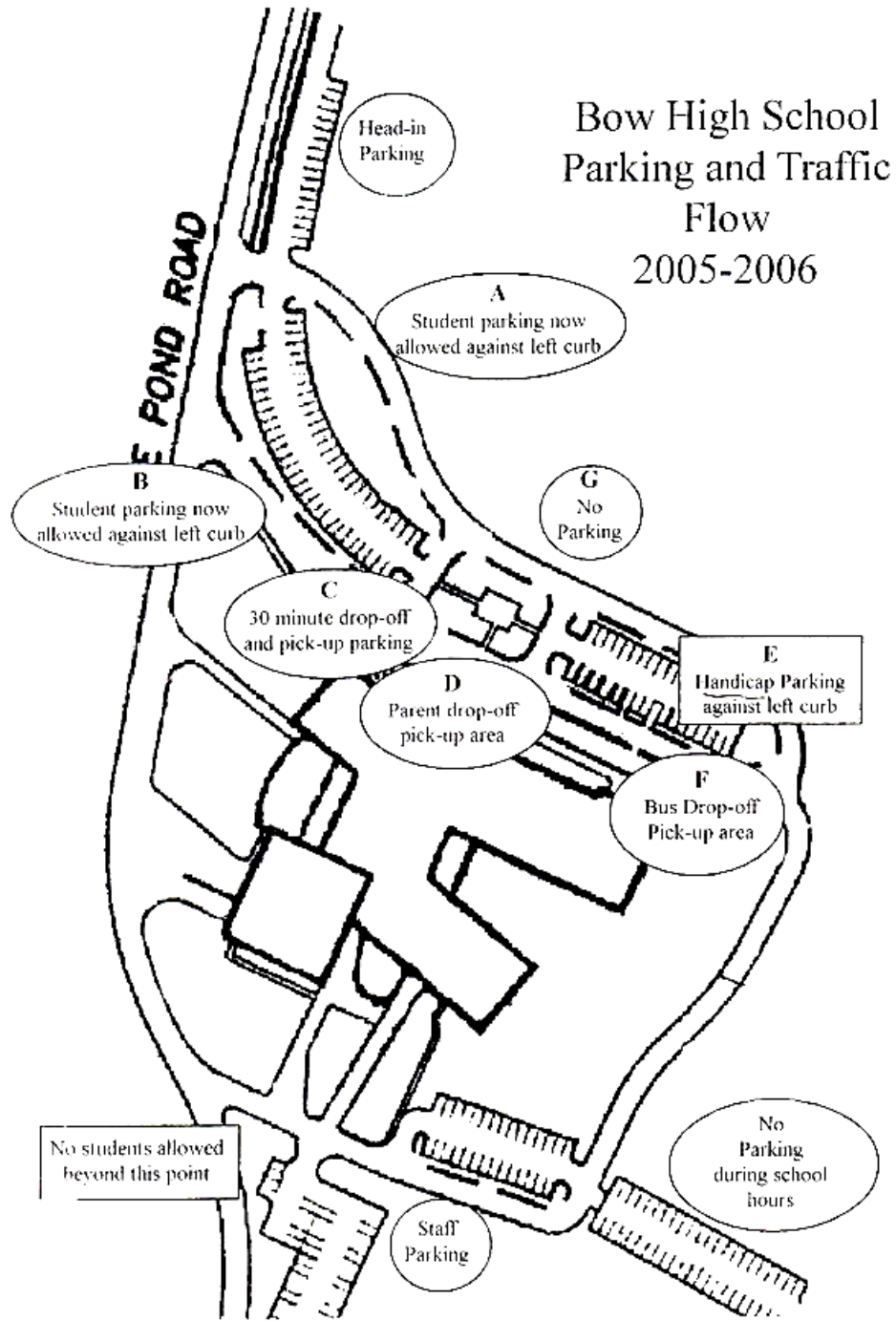
Moving Equipment: hand trucks, pallet jack, forklift

Photocopy machine: in Library

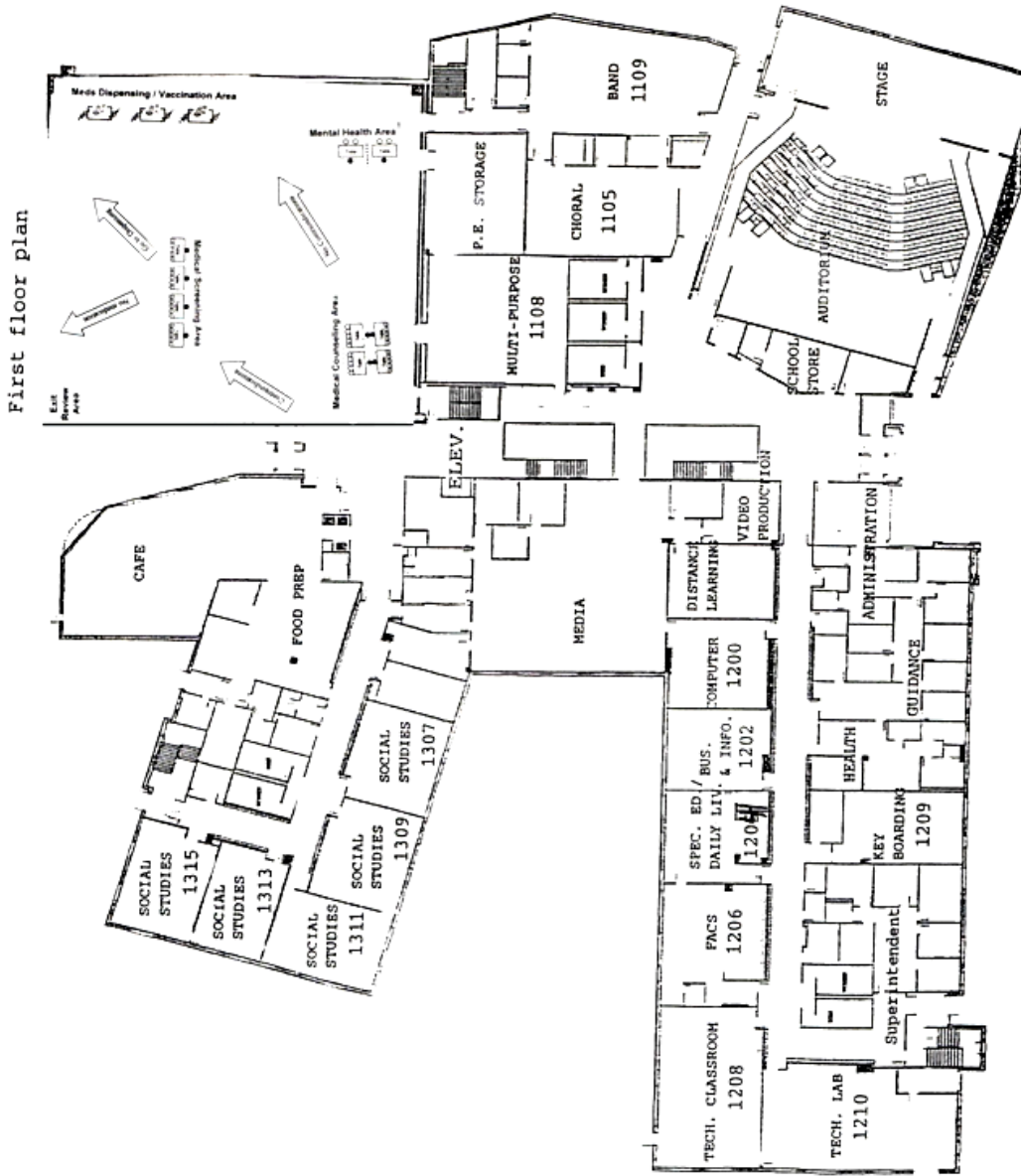
Fax machine: in Library

Phone lines: (command center, staff break rooms, gymnasium)

Computers: (incident command, student center)







*Bow High School*

Annex C – Point of Dispensing Plan