



Appendix 5 Weare Middle School Clinic

Address: 16 East Rd
Weare, NH 03281

Telephone: (603) 529-7555
Fax: (603) 529-0464

SNS Delivery Contact Information

Authorized to sign:

1. Weare Police Department
2. Weare Emergency Management Director
3. Weare Middle School Personnel

1. Population
2. Operations
3. Transportation
4. Security
5. Ambulance Coverage
6. Portable Toilets
7. Staffing/Volunteers
8. Command Center
9. Available Equipment/Supplies
10. Maps of Facility

1. Population

<u>Town</u>	<u>Population</u>
<i>Deering</i>	<i>2,049</i>
<i>Henniker</i>	<i>4,880</i>
Hillsboro	5,450
Washington	957
Weare	8,640
Windsor	239

Population Estimate: 22,215*

*- 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 Cafetorium entrance.

Triage- Upon entrance into the building, individuals will be triaged to determine if they are sick or well. Sick individuals will be assessed in the Cafetorium.

Greeting/Registration - Well individuals will be given registration forms to complete and will proceed down the hallway to the Gym. 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 cafetorium can be used for education or as a resting area if bottleneck occur. (Seating capacity: 500).

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.

Weare Middle School personnel will be available to unlock rooms and assist with facility issues as needed.

Possible issues:

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 Gym entrance.

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 Main entrance. The individual will be placed in the Nurse's Office 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 are an estimated 207 parking spots on the Weare Middle School campus. Based on the worst-case scenario of 48 hours to get vaccination/medication to the public the estimated flow would be 462 people per hour.

Traffic Flow:

The general public will enter the campus from Route 114 to East Road. The public will leave campus via East Road.

The Weare Highway Department will have the responsibility for placing message boards, signs and traffic barriers on Route 114 and on campus.

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
Deering	
Henniker	
Hillsborough	
Washington	
Weare	
Windsor	



4. Security Plan

The Weare Police Department would have authority over the security of the POD. Police Departments from Deering, Henniker, Hillsboro, and Washington 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 CERT, 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 Weare Middle School

Post _____: South Side of Weare Middle School

Post _____: Main hallway

Post _____: Entrance of gymnasium

Post _____: Exit of gymnasium

Post _____: Security of medications/vaccines

Post _____: Assigned as needed.

5. Ambulance Coverage:

Weare Fire will staff an advanced life support unit at the clinic, with backup support provided by Deering, Henniker, Hillsboro, and Washington 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 at WMS. Staff and volunteers will enter through the _____ entrance. 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.