



Appendix 2

Coe Brown Academy Clinic

Address: 907 First NH Turnpike
Northwood, NH 03261

Phone: (603) 942-5531

Fax: (603) 942-7537

Town Contact: Robert Young, EMD, 942-8393/cell: 603-231-1279

Facility Contacts: David Smith, Headmaster

SNS Delivery Contact Information

Northwood Police: 942-9101 (24/7)

Authorized to sign:

1. Northwood Police Department; Chief Glen Drolet **603-608-6536**, Patty Potter, School Resource Officer
2. Northwood Emergency Management Director; Robert Young, EMD **603-231-1279**
3. Coe Brown Academy; Willie Pierce **603-231-1278**

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1. Population

<u>Town</u>	<u>Population</u>
Barnstead	4542
Chichester	2481
Epsom	4622
Northwood	4062
Pittsfield	4353
Total Population:	20,060*

*This is based on the 2007 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:

The public will enter the building through the main entrance into the lobby. Handicapped individuals will enter through the same entrance.

Triage: Upon entrance into the building, individuals will be triaged to determine if they are sick or well. Sick individuals will exit to the right and will be isolated in the Guidance Office.

Greeting/Registration: Well individuals will be given registration forms to complete and will proceed to straight into the multipurpose room. This room will also be used for additional education if needed. Once the individuals have completed their forms and education they will proceed into the gymnasium. The hallway traffic will be one-way only. Handicapped individuals will exit by the elevator.

Screening: 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. Once their time is up, they will be free to leave the gym through the double doors near the entrance to the building. There will be signage directing people to the exit.

The individuals will proceed directly down the stairs and out the exit.

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

Possible issues:

Inclement weather: In the event of inclement weather, the tunnel can be used for staging.

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 to the headmaster's office out of site of waiting individuals. The individual will not be allowed to return to the line or walk back through the line. The individual will be given their medication/vaccination and 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 rear 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 moved downstairs to the nurse's office for observation.

Minor arrives without Parent or Guardian: In the event a minor arrives at the clinic without a parent or guardian, the minor will be brought to the Guidance Office to make a telephone call to their parent or guardian.

The Clinic Manager and Site 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 300 parking spots on the Coe Brown Academy campus. Based on the worst-case scenario of 36 hours to get vaccination/medication to the public the estimated flow would be 325 people per hour. The 300 parking spots would be sufficient.

Handicapped parking will be in designated areas in the parking lot across the street from the school. Individuals needing assistance to the building will be escorted across the street; golf carts and a motorized gator will be available to escort those unable to walk.

Clinic staff will park in the staff parking lot east of the Main Building. When that becomes full they will be directed to one of the following locations (Envirofab, post office, Church) and will be bused to campus.

Traffic Flow:



The Northwood Highway Department will have the responsibility for placing message boards, signs and traffic barriers on Route 4.

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. Area private busing companies will provide transportation for up to 33% of the population. Each town and ward has a designated location for pick-ups and drop offs. Each town has a memorandum of understanding with a bus company to transport their residents to the P.O.D.

Town	Location
Barnstead	
Chichester	
Epsom	
Northwood	
Pittsfield	

4. Security Plan

The Northwood Police Department will have authority over the security of the POD. Police Departments from Barnstead, Chichester, Epsom, and Pittsfield will provide supplemental assistance. The clinic will be secured by 24-hour coverage throughout the entire clinic operation.

Traffic Posts:

The Coe Brown Academy Graduation plan will be used to control traffic and monitor parking. There will be 10 personnel assigned to traffic posts. These posts would ideally be manned by sworn officers, but may be manned by fire, public works or other personnel.

5. Ambulance Coverage:

Northwood Fire will staff an advanced life support unit at the clinic, with backup support provided by Barnstead, Chichester, Epsom and Pittsfield Fire Departments.

6. Portable Toilets:

Need to contact BNS Septic of Barnstead to get 10 toilets delivered. Placement on campus will be determined in advance and noted on maps.

7. Staff /Volunteers:

POD staff will be assigned a pre-determined color coded windshield card that will allow them to gain access to the POD Staff parking area. These windshield cards are also designed to allow for quicker access while negotiating traffic on US Route 4. Staff will park in front of the school in designated areas. Staff and volunteers will enter through the Science Building entrance. Staff sign-in will be held in the cafeteria. Other conference



rooms and the cafeteria will be used for training and orientation. Staff will be able to use the cafeteria for breaks. Phones will be available in the staff room 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
705	Staff Training
706	Staff Training
707	Staff sign-in
Science Building	Staff break room with phones and computers
706-705	Staff training/orientation (AV equipment)
Main Office 708	Command center extension – phones & fax
	Incident Command

9. Available Equipment:

Tables: 20-25

Seating Capacity:

Chairs: 250

Bleachers: 250

Multipurpose room: 50 café tables

Hand trucks/ Pallet jacks: Yes, two pallet jacks

Refrigeration: Yes. Walk-in behind cafeteria; refrigerator in Science Staff room

Photocopy machine: Yes in the Main Office in the Main Building

Fax machine: Yes 603-942-7537

Phone lines: Yes 603-942-5531

Computers: Yes – Main Office.

PA system: Yes, in the Main Office of the Main Building. There are also portable Public Address Systems.