

Continuity of Operations Plan

COOP

for the _____ Board of Health

Purpose and Objectives

Clarify Essential Functions

Plan Contingency Staffing

Establish Delegation of Authority

Plan for Leadership Succession

Develop Activation, Notification and Termination Plans

Consider Personnel Issues

Develop Alternate Site Plans

Protect Vital Records

Emergency Contact Cards

It is suggested that this COOP be updated every year in June or whenever Board of Health members or staff change.

📖 Resources

- DPH Emergency Continuity of Operation Plan Document Template
- Community-wide emergency response is described in the Comprehensive Emergency Management Plan (CEMP) and the Public Health Emergency Management Plan.
- MEMA COOP Template
- www.pandemicflu.gov
- www.fema.gov

→ Collaborate → Plan Backup Systems → Review Annually → Exercise the Plan 4/19/07

Purpose and Objectives

Instructions

This Continuity of Operation Plan is a framework that establishes procedures to respond to and recover from the effect of a wide range of emergencies which may disrupt normal Board of Health operations. Its purpose is to ensure that the essential functions of the Board will continue. The COOP plan will help the Board of Health cope with serious staff reductions and unavailable support systems during a pandemic flu or other large-scale disaster. The plan will address how to transfer authority when key personnel are unavailable. This is called delegation of authority and leadership succession.

This Continuity of Operations Plan is limited to emergencies that directly affect Board of Health functions, personnel, and facilities. The COOP is promulgated under MGL C111 s30.

COOP Plan Objectives

To ensure that the Board of Health can:

1. Efficiently activate and terminate the COOP Plan
2. Continue essential public health functions
3. Ensure the succession of key leaders and transfer authority
4. Protect Board of Health personnel and develop contingency staffing plans
5. Protect essential facilities, equipment, records, and other assets
6. Plan for an Alternate Site and a smooth transfer
7. Maintain an annual testing, training, and exercise program


Clarify Essential Functions

Instructions

In an emergency, the Board of Health may have to limit activities to only those functions that provide vital services to the community, maintain safe operations, and ensure the safety of Board of Health members and staff, until sufficient personnel and resources are available. Some essential functions of the Board of Health are required by regulation/statutes. Below is a suggested list of essential functions. Depending on the nature of the emergency, and the configuration of your Board of Health, you may need to modify the list.

Essential Functions of the Board of Health

- Oversee Board of Health operation and finance
- Ensure the health and safety of BOH members and staff
- Provide Risk Communications with clients, public, and local officials
- Ensure safe water, food, and shelter for all citizens
- Maintain communicable disease surveillance and control
- Initiate isolation and/or quarantine and disease prevention measures
- Investigate complaints and enforce Public Health laws and regulations
- Provide resources, equipment, and supplies to maintain essential functions
- Maintain BOH vital records and databases

 Complete Worksheet: BOH Continuity of Operations Plan (COOP). Give a copy to your Emergency Manager for inclusion in your Town/City COOP.

→ Collaborate → Plan Backup Systems → Review Annually → Exercise the Plan

4/19/07

Worksheet: BOH Continuity of Operations Plan BOH Director should fill in as completely as possible. Attach copies of all MOU(Memorandum of Understanding)

Board of Health- Health Department	Contact:	Phone:	Date Completed:
Emergency Relocation site:	Contact:	Phone:	MOU Date:

Essential Position	Required Training Levels	Contact Information	Current Staff	Backup Staff 1	Backup Staff 2
Department Head Director/Chief/Agent	Incident Command System (ICS) ICS 200 or better	Name			
		Work			
		After Hours			
		Mobile			
		Email			
Staff Responsibilities:	ICS 100 or better	Name			
		Work			
		After Hours			
		Mobile			
		Email			
Staff Responsibilities: Public Health Nurse, Visiting Nurse Assoc.	ICS 100 or better	Name			
		Work			
		After Hours			
		Mobile			
		Email			

Essential Functions	Essential Tasks	Essential Workforce	Backup Staff	Essential Supplies/Equipment	Essential Records	Backup Locations(s)
Administrative: -Safety of Staff -Finances -Maintain BOH Records -Risk Communications -Isolation and Quarantine	-PPE and training -Log of Activities -Collect files, records -Coordinate with PIO and issue guidance -Issue Orders and Emergency Declarations	Health Director/Agent	Board of Health	PPE, training guide		
				Records, Forms	Log Book	
				Computer, Cell Phone		
				Risk Communications Guide		
				Isolation & Quarantine Guide	Copies of all orders issued.	
Inspections: -Safe food, water, housing -Complaint investigations	-Inspect and monitor food, water -Investigate serious complaints as needed	Health Agent/Inspector	Board of Health	Thermometers, flashlights, inspection forms, batteries, radio	Copies of Inspection Reports	
				Log Book	Log Book	

Essential Functions	Essential Tasks	Essential Workforce	Backup Staff	Essential Supplies/Equipment	Essential Records	Backup Locations(s)
-Disease Investigation and Control		VNA/Public Health Nurse	Health Agent/	Guide to Surveillance & Reporting	Case Reports	
				Telephone	Log of calls	
				Internet connection Fax connection		
Other						

*Details: Essential Supplies/Equipment	Supplier	MOU ?	Contact Information	Backup Supplier	MOU ?	Contact Information
Supplies from office						
Other town/city Dept.						
Supplies from home						


Plan Contingency Staffing

Instructions

In a pandemic flu, up to 40% of the population may become ill. Board of Health members and staff will be among them. Personnel may also be absent as they care for sick family members. In an emergency that requires the Board of Health to activate the COOP, it is important that you are able to maintain essential functions. It may be that you will need to replace key staff members who normally take care of these essential functions.

It is understood that small rural Boards of Health with volunteer staff may be unable to meet the following recommendations. Furthermore, during an emergency, qualified people may not be available. Evaluate staffing levels and immediate and future needs and implement alternative staff options. Make the best plan you can.

- Plan for contingency staffing to include qualified individuals in your community, e.g. retired health agents, nurses, doctors and school nurses.
- Plan to share essential services with other Town/Cities Health Departments under Memorandums of Understanding (MOU) and Mutual Aid Agreements (MAA).
- Cross-train staff as much as possible.
- Plan to contract services to agencies like the VNA and establish MOU for this.

 Complete Worksheet: Essential Functions by Incident Command and Staff Positions

Worksheet: Essential Functions by Incident Command and Staff Positions This chart shows essential functions and lists the relevant Incident Command role, as well as the staff person normally responsible. Choose the staff position from the lists provided in Column 2. List the preferred qualifications to achieve the essential function. Next, include the name of the staff person or volunteer who normally performs the function. Finally, list backup staff/volunteers and their contact information. Look for backup staff from: VNA's (Volunteer Nurses Association), school nurses, retired medical personnel, MRC (Medical Reserve Corps) and CERT (Community Emergency Response Team) volunteers, doctors, veterinarians, pharmacists, behavioral health responders, computer experts, etc. If you have additional backup personnel list them too.

Essential Functions by Incident Command Role	Critical Staff Position	Preferred Qualifications	Contact Information	Current Staff	Backup	Backup 2
Control Board of Health operations, including financial oversight Incident Command	<input type="checkbox"/> Health Director <input type="checkbox"/> Health Agent <input type="checkbox"/> Board of Health <input type="checkbox"/> _____ <input type="checkbox"/> _____	MAHB certification Experience	Name Work After Hours Mobile Email			
Personnel Management to protect health and safety of BOH and staff Safety Officer and Planning	<input type="checkbox"/> Health Director <input type="checkbox"/> Health Agent <input type="checkbox"/> Board of Health <input type="checkbox"/> _____ <input type="checkbox"/> _____	MAHB certification Experience	Name Work After Hours Mobile Email			
Communicate with clients, public and state officials Public Information Officer	<input type="checkbox"/> Health Director <input type="checkbox"/> Health Agent <input type="checkbox"/> Board of Health <input type="checkbox"/> Health Inspector <input type="checkbox"/> Public Health Nurse <input type="checkbox"/> Town/city PIO <input type="checkbox"/> _____	Empathy Risk Communication training Experience	Name Work After Hours Mobile Email			
Ensure resources equipment and supplies available to provide essential services Logistics	<input type="checkbox"/> Board of Health <input type="checkbox"/> Public Health Nurse <input type="checkbox"/> Health Agent <input type="checkbox"/> Health Director <input type="checkbox"/> _____	Knowledge of procurement rules Experience	Name Work After Hours Mobile Email			
Maintain BOH vital records and databases Finance and Administration	<input type="checkbox"/> Board of Health <input type="checkbox"/> Public Health Nurse <input type="checkbox"/> Health Agent <input type="checkbox"/> Health Director <input type="checkbox"/> City/Town Accountant <input type="checkbox"/> _____	Understanding of required documentation Familiarity with computers	Name Work After Hours Mobile Email			


Essential Functions by Incident Command Role	Critical Staff Position	Preferred Qualifications	Contact Information	Current Staff	Backup	Backup 2
Initiate isolation and/or quarantine and disease prevention measures Operations	<input type="checkbox"/> Board of Health <input type="checkbox"/> Public Health Nurse <input type="checkbox"/> Health Agent <input type="checkbox"/> Health Director <input type="checkbox"/> Board of Health	Isolation and Quarantine training Understanding of disease prevention	Name Work After Hours Mobile Email			
Investigate complaints and enforce laws and regulations that ensure and protect public health Operations	<input type="checkbox"/> Board of Health <input type="checkbox"/> Health Agent <input type="checkbox"/> Health Director <input type="checkbox"/> Health Inspectors <input type="checkbox"/> Board of Health	Experience Registered Sanitarian Public Health Certifications Familiarity with laws and regulations	Name Work After Hours Mobile Email Email			
Ensure safe water, food, shelter and housing Operations	<input type="checkbox"/> Board of Health <input type="checkbox"/> Health Director <input type="checkbox"/> Health Agent <input type="checkbox"/> Health Inspector <input type="checkbox"/> _____	MAHB certification Experience Registered Sanitarian ServeSafe Housing Inspection Well & Sanitary Inspection Training Septic System Trainings Shelter Trainings	Name Work After Hours Mobile Email			
Conduct communicable disease surveillance and control Operations	<input type="checkbox"/> Public Health Nurse <input type="checkbox"/> VNA Nurse <input type="checkbox"/> Health Agent <input type="checkbox"/> Board of Health <input type="checkbox"/> _____	RN Disease Surveillance & Investigation Training	Name Work After Hours Mobile Email			

Establish Delegation of Authority

Delegation of Authority

If Board of Health members or key staff are unavailable due to illness or absence for any other reason, the Board can delegate authority. This means that they can specify who is authorized to make decisions or act on their behalf and on behalf of other key BOH personnel such as the Health Director, Health Agent/Health Inspector, or the Public Health Nurse. Authority is pre-delegated to ensure that Board of Health personnel are aware of their responsibilities during an emergency.

- Plan for and document these delegations of authority
- Consider which authorities you may need to transfer, based on your essential functions list
- Determine to which position the authority will be delegated
- Plan to terminate the delegation of authority when the person is available to re-assume duties or after a specified period of time
- Make sure that the delegations are specific and limited. For example, authority for a given responsibility might be conferred while personnel are out of contact due to illness or travel
- Establish other limitations on the authority. For example, you may not want to delegate financial authority

 Complete Worksheet: Limitations on Delegation of Authority to indicate limitations to the delegation of authority. Revise as necessary.

Worksheet: Limitations on Delegation of Authority during a declared emergency.	
Delegation Circumstances	<input type="checkbox"/> Effective when the Board of Health, Chairman, Health Agent or Public Health Nurse is out of contact <input type="checkbox"/> Other (specify)
Limitations on Delegated Authority	<input type="checkbox"/> None <input type="checkbox"/> Financial authority or contract signing authority. (If all BOH members are absent, BOH staff will take requests to: Mayor/ Town Manager/Selectmen) <input type="checkbox"/> Other (specify)
Termination:	<input type="checkbox"/> Authorities in contact and can assume duties <input type="checkbox"/> Automatic termination after 30 days (or specify)
Delegating Authority	<input type="checkbox"/> Authority is delegated by the Board of Health (see signature page (Chapter 9 in BOH - CEMP) <input type="checkbox"/> Re-delegation per leadership succession Page 9.

Plan for Leadership Succession

Leadership Succession

When key personnel are unavailable or unable to assume their duties you should have a plan for Order of Succession. An order of succession is a formula that specifies who will automatically fill a position if it is vacated and therefore, allows for an orderly and predefined transition of leadership. The designated successor retains all assigned obligations, duties, and responsibilities of the incumbent until officially relieved by an individual higher on the list of succession, or until an individual higher on the list of succession reassigns the responsibilities.

If a designated individual is unavailable, authority will pass to the next individual on the list. Unavailable means that the designated person is:

- incapable of carrying out the assigned duties by reason of death, disability, or distance from/response time to the BOH
- unable to be contacted within 30 minutes (change this to suit your circumstances)
- has already been assigned to other emergency activities

 Worksheet: Succession of Leadership – Review annually

In the leadership succession chart below choose the order of succession that fits your Board. Move from left column to right column and then back to the left column of the next row

Leadership Succession*		
When there is a Board of Health quorum	→	the Board is in charge
When there is no quorum		<input type="checkbox"/> the remaining member(s) assumes responsibility <input type="checkbox"/> the BOH member(s) has been appointed Agent(s) for the BOH and assumes responsibility <input type="checkbox"/> the Health Agent assumes responsibility
When no Board of Health member(s) or Agent(s) are available		<input type="checkbox"/> Health Director <input type="checkbox"/> Health Agent <input type="checkbox"/> Select Board/City Council <input type="checkbox"/> _____ Will assume responsibility
When <input type="checkbox"/> Health Director <input type="checkbox"/> Health Agent <input type="checkbox"/> Select Board/City Council <input type="checkbox"/> _____ is unavailable	→ → →	<input type="checkbox"/> Health Director <input type="checkbox"/> Health Agent <input type="checkbox"/> Public Health Nurse <input type="checkbox"/> Town Manager/Mayor <input type="checkbox"/> _____ Will assume responsibility
When <input type="checkbox"/> Health Director <input type="checkbox"/> Health Agent <input type="checkbox"/> Public Health Nurse <input type="checkbox"/> Town Manager/Mayor <input type="checkbox"/> _____ <input type="checkbox"/> District Health Officer is unavailable		<input type="checkbox"/> the Town Manager/Mayor <input type="checkbox"/> Emergency Management Director <input type="checkbox"/> the Town/City Clerk <input type="checkbox"/> _____ <input type="checkbox"/> _____ Will assume responsibility

*Review and revise succession plans annually.

Develop Activation, Notification and Termination Plans

COOP Activation

The BOH activates the COOP in consultation with the Emergency Manager and the Mayor/Selectmen/Town Manager depending on the nature and severity of the emergency, in response to:

- extensive or unusual usage of sick/family leave by personnel
- an emergency as determined by the Board of Health
- an emergency as determined by the local Emergency Management Director
- notification by the MA Emergency Management Agency (MEMA)
- notification from the MA Dept. of Public Health (MDPH)
- a declared State of Emergency by the Governor

Notify Local and State Contacts

After assessing the nature and extent of the emergency, the Board of Health notifies key local and state contacts, about the emergency and COOP activation.


Depending on the situation, contact all BOH members and staff, the Emergency Manager, the Mayor/Selectboard/Town Manager, Fire, Police, DPW, schools, other agencies (e.g. Mass Electric, etc.), the Department of Public Health, and/or MEMA to inform them about:

- contact information for key personnel
- relocation addresses
- other details, as necessary

COOP Termination

The Board of Health terminates the COOP when:

- BOH members and staff resources have returned to normal levels
- the disease or other threat no longer exists


 Plan Components: Complete Worksheet: Develop Activation, Notification and Termination Plans

Develop Activation, Notification and Termination Plans

Describe who to reach	Name	Primary Emergency Notification System	Details: phone #, radio call sign	Backup Emergency Notification System	Details
Board of Health Agent					
Board of Health Chair					
Member					
Member					
Member					
BOH Clerk					
DPH					
Emergency Manager					
Health Director (Agent)					
Health Inspector					
MEMA					
Public Health Nurse					
Public Utilities					
Town Manager/Mayor/Selectboard					
Emergency Dispensing Site					
Emergency Medical System					
Fire					
Hospital					
Media: radio, TV, papers					
Medical Providers					
Police					
Public Safety					
Public Works (DPW)					
Schools					
Volunteers					

Consider Personnel Issues

During an emergency, Board of Health personnel may need support to help them deal with long hours, death, and other extreme situations. Plan for these issues now. You may need to offer flexible work options. Personnel may need behavioral health assistance. If your town has employee unions, inform them of staff contingency plans regarding overtime, as well as sharing and shifting of responsibilities among workers.

- **Staff Notification:** Make sure all staff members know about the COOP plan and their expected emergency roles. Staff should be notified annually of proposed staffing contingency plans and pay provisions, as well as delegation of authority and succession orders.
 - Ask town counsel to assess **liability/workers compensation** issues for contracted and volunteer staff.
 - Determine **emergency compensation/payroll plans** per Town Business and Finance Continuity of Government and emergency operations plans.
 - Ensure that all BOH staff and volunteers have a **Family Emergency Plan**.
-  Plan Components: Complete Worksheet : Emergency Payroll Plans; Personnel Issues and have each BOH member and all staff and volunteers prepare a Family Emergency Plan (MassSupport template)

Worksheet: Emergency Payroll Plans

Payroll Problems due to Emergency	Strategies to be used (Check all that apply)
Employees unable to work	<input type="checkbox"/> Sick Leave <input type="checkbox"/> Family Leave <input type="checkbox"/> Unpaid Leave <input type="checkbox"/> _____
Normal Work or Workspace not available	<input type="checkbox"/> Vacation pay <input type="checkbox"/> Re-assignment <input type="checkbox"/> Unpaid Leave <input type="checkbox"/> _____
Insufficient Funds	<input type="checkbox"/> Line of Credit <input type="checkbox"/> _____
Payroll information not available	<input type="checkbox"/> Average of recent paychecks <input type="checkbox"/> _____
Check writing system unavailable	<input type="checkbox"/> Pay in advance <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Cash <input type="checkbox"/> Pay in arrears <input type="checkbox"/> _____
Other	List resources and strategies

Worksheet Personnel Issues: Determine which options your Board will provide and note details

Strategies to be used(Check all that apply)

Flexible Work Options include

- Flextime to allow employees to address personal and family needs while continuing critical tasks
- Telecommuting
- Off-site work location
- _____

Behavioral Health Response will include

- Employee Assistance Program (EAP)
- Massachusetts Department of Mental Health MassSupport
- Crisis Intervention Teams
- Personal health insurance provisions
- _____

Home Care Support will include

- Public Health Nurse/VNA (MOU with the VNA to provide this support)
- Town MRC Team established
- _____
- Town Neighborhood Volunteer Support Teams (Clergy, NGO, etc. List here: _____)
- _____

Job Descriptions and Contracts are amended to include

- All essential personnel must report to work during a declared emergency
- All vacations and leaves are automatically cancelled during a declared emergency
- Personnel may be re-assigned to other essential positions during an emergency
- Personnel must cross train for other critical positions
- Personnel may be required to work from home or at other designated locations
- _____

Workforce Protection Plans: Personal Protective Protocols (PPP)

- Worksites will be provided with appropriate hand washing and sanitation procedures
- Workforce will be provided with appropriate Personal Protective Equipment as available
- Workforce will be provided with PPP and PPE training as appropriate and available
- Workforce will be encouraged to stay home when sick or becoming sick
- Workforce will be expected to practice universal infection control precautions like cough and sneeze etiquette, hand washing, avoiding touching face, only eating cooked foods unless washed
- Workers have been encouraged to have Family Emergency Plans, including providing for ill dependents, school closures, Social Distancing requirements (e.g. closures of daycare, etc.)
- Workers are encouraged to form networks to support each other in emergencies, including the delivery of food, medicines, books, movies, etc; transportation and emergency home repairs.
- Town/city to provide appropriate PPE and PPP for providers as available.

Liability Assessment for staff, contractors and volunteers should be assessed by Town/City Council and findings inserted here.

- Appointed all volunteer staff, including MRC Teams as Special Municipal Employees** for comprehensive liability protection
- _____

- _____

Other:

- _____

Develop Alternate Site Plans

If your current Board of Health office is not available because of a flood, fire, or other threat, you need to establish an alternate site for operations, from which you can provide essential services.

- Establish a meeting place (rallying point) outside of the Board of Health office in case it is unavailable (fire, flood, etc.) and make sure everyone know about it
- Determine the location of an alternate site for Board of Health operations. Make sure it is accessible, is an adequate size, has good communication capabilities, etc. If needed, get a memorandum of understanding that allows you to use the location in an emergency.
- List required resources for the alternate site that will enable you to maintain your essential functions. List the location of these resources if they are not available onsite. Check these annually.

Plan Components

- Establish your rallying point
- Establish an alternate site. **Obtain an MOU.**
- List needed equipment at the alternate site and where you will obtain it.



Worksheet: Alternate Site Plans



Worksheet: Alternate Site Supply and Resource

Alternate Site Plan	Details
Alternate Site Location	
Contact Information	
Back Up Alternate Site	
Rallying Point Location	
Alternate Site Equipment and Resources	<p style="text-align: center;">List resources available:</p> <input type="checkbox"/> Basics: Enclosed, desks, chairs, lights, heat, electricity, toilets <input type="checkbox"/> Communications: Telephones, fax, internet (DSL?), radios <input type="checkbox"/> Computers: onsite (list) _____ other(list) _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Basic Office Supplies: _____ <input type="checkbox"/> Kitchen facilities (refrigeration for vaccines) <input type="checkbox"/> Telephones, radios and other communication devices, pagers, mobile units, small walkie-talkies available at: (list location) <input type="checkbox"/> Personal Protective Equipment <input type="checkbox"/> Thermometers, other inspection equipment <input type="checkbox"/> Reference materials (e.g. Emergency Plan, COOP plan, Infectious Disease Investigation Book and CD) <input type="checkbox"/> To-Go kit is prepared and located at: (Choose location). For contents see Go Kit Checklist. <input type="checkbox"/> Add others as needed
Alternate Transportation	Private vehicles and town vehicles (See CEMP Pg)

Worksheet: Alternate Site Supplies and Resources

List needed supplies and resources and who might provide them. Also, list where you store, or can access personal protective equipment. Think about supplies for the clinic (medical, office, food). and for communication (radios, phones, copiers, computers). Expand this list as needed.

Supply/Resource	Estimated Costs	MOU	Department/Agency /Company	Contact	Contact Information	
		<input type="checkbox"/>			Work	
					After Hours	
					Mobile	
					After Hours	
		<input type="checkbox"/>			Work	
					After Hours	
					Mobile	
					After Hours	
		<input type="checkbox"/>			Work	
					After Hours	
					Mobile	
					After Hours	
		<input type="checkbox"/>			Work	
					After Hours	
					Mobile	

Protect Vital Records


In COOP planning, vital records are the records that the BOH needs to carry out essential functions. They include documents or files, which, if damaged or destroyed, would disrupt BOH operation and information flow, cause considerable inconvenience, and require replacement at considerable expense. Examples of vital records include your Emergency Management Plan, the COOP plan, reference material, copy of regulations, personnel roster and records, fiscal documentation, etc.

- Back-up all vital records regularly and store back-ups off site.
- Know the exact location of all vital records and their backup. Someone who is not familiar with the Board of Health office may need to locate them quickly.
- Consider keeping all vital COOP records together in one place.
- If your computer is password protected, ensure that more than one person knows how to obtain the files.

Plan Components

- Determine which records are vital for each essential function
- Note location of primary and backup copies of records

 Complete Worksheet: Vital Records

 **Optional:** Complete Emergency Contact wallet cards and distribute to each Board of Health member and staff. (Note: These cards can be printed double sided on standard business card stock.)

Worksheet: Vital Records

Consider the records you or someone else would need to have on hand in order to provide essential services. Describe in some detail and be very specific about the location. For example, note the exact location in the office. You might want to keep these records together in one place. Many records are already backed up in the Auditors office, the Town Clerks Office, the emergency Managers Office, DPH. Note these locations.

If your computer is password protected, does anyone else know how to access your files?

Essential function	Associated Vital Record	Description	Record Form	Location (Be Specific)	Backup Location
Ensure the health and safety of BOH members and staff	Comprehensive Emergency Management Plan (CEMP) COOP Plan Personnel Records re salary	Plans that outline procedures for the BOH during an emergency	<input type="checkbox"/> Paper <input type="checkbox"/> Electronic <input type="checkbox"/> Other		
Communicate with clients, public and state officials	Contact Information in CEMP Reference Materials	Phone numbers, addresses of media outlets, DPH, MEMA, etc.	<input type="checkbox"/> Paper <input type="checkbox"/> Electronic <input type="checkbox"/> Other		
Ensure safe water, food and shelter for all citizens			<input type="checkbox"/> Paper <input type="checkbox"/> Electronic <input type="checkbox"/> Other		
Conduct communicable disease surveillance and control			<input type="checkbox"/> Paper <input type="checkbox"/> Electronic <input type="checkbox"/> Other		
Initiate isolation and/or quarantine and disease prevention measures			<input type="checkbox"/> Paper <input type="checkbox"/> Electronic <input type="checkbox"/> Other		
Enforce laws and regulations that ensure and protect public health	Local regulations		<input type="checkbox"/> Paper <input type="checkbox"/> Electronic <input type="checkbox"/> Other		
Board of Health Operations	Past year minutes		<input type="checkbox"/> Paper <input type="checkbox"/> Electronic <input type="checkbox"/> Other		

NOTES:

Public Health Contacts			HHAN: www.mass.gov/hhan		User Name: HHAN Password: Phone Access Code:
Sub-regional POC			State 24 Hour Epidemiologist	617-983-6800 or 888-658-2850	Confidential Fx: 617- 983-6813
County POC	Sandra Martin, Egremont	413.446.1170	Region 1 Health Officer	Charlie Kaniecki	800-445-1255.
Public Health Staff	Name	Backup/phone:	Region 1 Emerg Coordinator	Don Snyder	413- 326-1051
			Region1 Hospital Coordinator	Gail Bienvenue	800-445-1255
BOH Members			DPH Website	www.mass.gov/dph	
			Medical Reserve Corps	www.wmmrc.org	
			MEMA – Western Mass Office	413-821-1500 (24/7)	
			Local Media		
Emergency Manager			VNA		
EOC location			www.BCBOHA.org	413.441.9060	Fax: 528.4310

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Sub-regional POC			State 24 Hour Epidemiologist	617-983-6800 or 888-658-2850	Confidential Fx: 617- 983-6813
County POC	Sandra Martin, Egremont	413.446.1170	Region 1 Health Officer	Charlie Kaniecki	800-445-1255.
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Emergency Manager			VNA		
EOC location			www.BCBOHA.org	413.441.9060	Fax: 528.4310

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			Medical Reserve Corps	www.wmmrc.org	
			MEMA – Western Mass Office	413-821-1500 (24/7)	
			Local Media		
Emergency Manager			VNA		
EOC location			www.BCBOHA.org	413.441.9060	Fax: 528.4310

