




Using the Workbook

Introduction

Each community in the Commonwealth is required to have a plan in place to guide actions during a public health emergency or when a dispensing clinic is needed to administer vaccine or medicine to your town population. Planning is a continuous process, so we will send updates to the workbook, as new information becomes available.

This planning workbook will help guide you through the planning process. It includes required components for planning a dispensing site, risk communication plans, infectious disease control and isolation and quarantine. The workbook is divided into ten chapters with Sections and Worksheets. Expand or contract the worksheets to tailor the plan to your community. Once completed, the worksheets will serve as your plan.

Each section outlines:

-  Who to involve in planning
- Instructions alerting you to important planning factors
- Components needed in your plan
-  Resources
-  Worksheets.

Instructions

- Copy each worksheet and distribute to the appropriate planning team members
- It may be easiest to concentrate on one chapter at a time, giving different sections to various members of the planning committee.
- The entire planning committee must meet together to approve final documents. Keep a copy in the Board of Health files
- Ensure that a final copy is typed in electronic form, so it can be updated yearly. Upload a copy to your town's eCEMP (ask your Emergency Manager how to do this). Keep a printed copy, and a copy on disk.

Critical Planning Steps

- ▶ Develop the plan through collaboration with other town departments.
- ▶ Review and revise the plan yearly. Schedule review times now.
- ▶ Plan backup systems in case primary components of your plan cannot be used.
- ▶ Add the plan to your Community Emergency Management Plan (CEMP) as an annex.
- ▶ Exercise your plan (or parts of it) frequently
- ▶ Take the planning process seriously ...“An ounce of prevention is worth a pound of cure”!

Information and Assistance

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