Town of Heath

Town Emergency Planning in Response to Coronavirus Pandemic

Emergency Meeting Agenda and Protocol

Date and time of meeting: Wednesday, March 18, 2020, 12:00 noon, Conference Call Only

**Note: Due to the urgency of the current situation, this meeting is posted at the earliest time possible.**

**Note: This meeting will be attended by a quorum of the Select Board and the Board of Health.**

* Date and time of next meeting: above
* **Conference call-in number: 1-425-436-6370; Access Code: 316622#**
* Purpose of meeting:
* Protocol for remote participation in the meeting
* Key roles/personnel for participation in this specific meeting:

COMMAND STAFF:

* + EMD
	+ Asst. EMD
	+ BOS members
	+ BOH, chair or representative

GENERAL STAFF:

* + Town Administrator/Coordinator
	+ Town Nurse
	+ Regional (FRCOG) Nurse
	+ Highway Dept. Superintendent
	+ Fire Dept., Chief
	+ Police Dept., Chief
	+ Custodian; Building manager
	+ Other department or committee heads (circle as needed):
		- Finance team (Accountant, Treasurer, Finance Committee)
		- Senior Center, COA, Parks & Rec.
		- other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Other directors/coordinators of events/activities in Town:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Other essential people:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Status of MA state of emergency (SOE) declaration
* Situation update from DPH weekly call
* Situation update from MEMA’s weekly 4pm Thursday call
* Current DPH recommendations
* Current MEMA recommendation
* Current MAPHCO communications
* Status update on risk to local Town population
* Identification of at risk/most vulnerable population
* Identification of needs of most vulnerable population (information, food, Rx medication, wellness check, etc.)
* Recommendations to reduce exposure risk to most vulnerable citizens
	+ Communications:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Recommendations to reduce exposure risk to First Responders
	+ Communications:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Recommendations to reduce exposure risk to Town employees
	+ Social Distancing options (circle what can work) (tele-work, staggered work schedules, temporary closure of facilities; no in-person meetings or gatherings; tele-conference meetings; limit outside visitors, reschedule contractors
	+ Communications:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Recommendations for isolation and quarantine
* Plan messaging of Town Communications/ Means of communicating to citizens: who/what/when/where/why/how
* Follow-up Actions:
	+ Communications identified during meeting are drafted, reviewed and disseminated
	+ Following the meeting each key participant should provide in an email to the Town Administrator/Coordinator to provide their current phone numbers (land and mobile) and any other applicable current contact information and whether thy plan to be out of town and unreachable in the next 2 weeks.
	+ Town Administrator/Coordinator to compile contact list and disseminate to team members
	+ Departments and Committees review “Municipal COOP Checklist” to identify applicable areas for improvement and where additional information is needed – relative to response to this pandemic. NOTE: Department should review the COOP checklist with the eye toward readiness to maintain operations and essential services in the event of possible temporary closure or alteration of Town facilities, meetings and public gatherings.
	+ Departments submit to Town Administrator/Coordinator in writing any department-specific needs or corrective actions necessary for implementing department COOP
	+ Command Staff with Town Administrator/Coordinator review department COOP for Town strengths and weaknesses that may necessitate immediate actions to improve Town resiliency relative to this pandemic threat
	+ Key personnel identify questions and challenges to address at the next meeting

**The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.**

Posted by Hilma Sumner, Town Coordinator, on 03/17/2020, 9:00 a.m.