

## Community Reception Center Activity at the 2017 Preparedness Summit



### Activity Description

NACCHO in coordination with the Centers for Disease Control and Prevention (CDC) will be coordinating the set-up of a mock radiation Community Reception Center (CRC) in the exhibit hall at the 2017 Preparedness Summit. The mock CRC will have stations set up that will simulate the functions that need to be performed at a CRC including: initial sorting, first aid, contamination screening, decontamination, registration, and dose assessment/re-screening. The session will serve as an opportunity to demonstrate the newly developed CRC EpiInfo™ Tool with each station having a laptop set-up to enter in mock patient information and a station set-up to show the dashboard interface. Preparedness Summit attendees will be provided with a simple scripts with simulated exposure/injury information to help direct their movement through the CRC model and inform the entry of data at each station. Preparedness Summit attendees, local Medical Reserve Corps (MRC) volunteers and other interested health department volunteers will play the role of CRC staff and will be provided with just-in-time training to perform CRC staff role duties. Actual radiation monitoring equipment and CRC resources will be used in the simulated activity when possible.

### Activity Goals

- Educate Preparedness Summit attendees on community reception center (CRC) functions, staff roles, layout, equipment, and flow process.
- Provide an opportunity to demonstrate the capabilities and uses of the newly developed CRC EpiInfo™ Tool.

### Scope

- Location: Exhibit Hall, Atlanta Marriott Marquis, 265 Peachtree Center Avenue, Atlanta, Georgia 30303
- Dates and Time of Activity:
  - **CRC Exercise Times:**
    - Wednesday, 4/26:
      - Noon-1:30PM (Volunteer shift: 11:50 – 1:25PM)
    - Thursday, 4/27:
      - Noon-1:30PM (Volunteer shift: 11:50 – 1:25PM)
  - **No Exercise Activity Times:**
    - Wednesday, 4/26:
      - 3:00-3:30PM
      - 5:00-6:30PM
    - Thursday, 4/27:

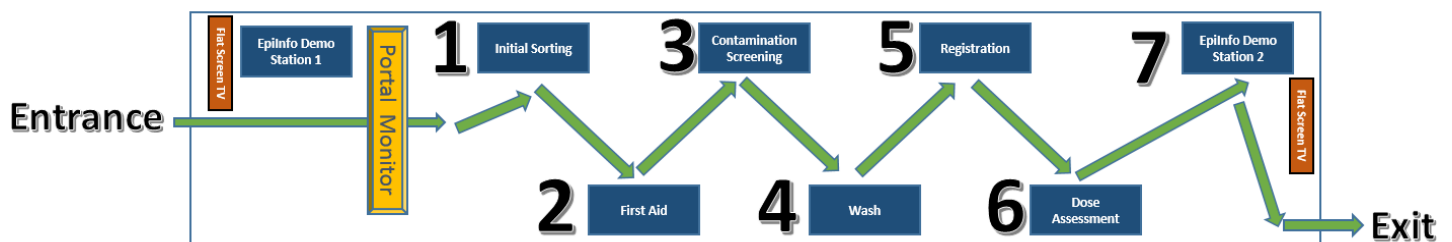
- 10:00-10:30AM
- 3:00-3:30PM

- Target Audience: Preparedness Summit attendees that are interested in learning more about CRCs, EpiInfo, and radiation preparedness.

## Outputs & Outcomes

- Increased understanding of:
  - CRC functions, equipment, resources, and staff roles
  - Available radiation tools and resources to advance radiation preparedness and enhance population monitoring activities

## CRC Layout



## Resources at each station:

- Table (six ft by three ft)
- Two chairs
- Electricity
- Laptop
- Easel
- Station Signage
- CRC Activity Supplies
- Job Aides
- CRC Layout

## Station Descriptions:

- At each station table, one chair will be available for a data collector and one chair will be available for the CRC staff person.
- In some cases, up to half of the table space may be needed to perform CRC activity functions.

## Station Guidance:

- There will be two activities occurring at each station:
  - a. Data entry based on participant scripts
  - b. Explanation of CRC station function and processing activities
- To keep the flow of persons moving through the CRC model, the amount of data entry should be limited to no more than 30-60 seconds at each station.

- CRC station functions and processing activities are designed to be brief and also should not exceed 30 seconds when the exercise is busy.
- CDC may provide handouts, flash drives, promotional items, and other hard copy resources if desired.
  - a. Total conference attendance is around 1,800, for planning purposes estimated attendance to CRC activity is likely to be around 300.
- Some stations (entrance and contamination screening) will have radiation equipment present. CRC Staff may provide a brief demo of station radiation equipment if time permits.
  - a. Persons volunteering for these roles should have some familiarity with the use of this equipment when possible.
- If there appears to be low volume of persons flowing into the model, CRC staff may provide additional information so long as the flow of persons is not impeded.
- During **Non-Exercise Times**, the CRC activity will not be staffed by volunteers and will not be actively running.

### **Volunteer Guidance:**

- **Volunteers may sign-up for open shifts using the following link:** <https://goo.gl/SLL9jm>
  - a. Volunteers should only sign-up for orange staff roles where “Volunteer” is listed as the agency.
  - b. Volunteers should provide their name, email, and cell phone for each shift they sign-up for.
- - Volunteers are needed at all **CRC Exercise Times** listed above
- **Volunteers should sign-up for shifts by March 29, 2016.**
- All interested volunteers may sign-up for up to two shifts maximum.
- In the event that all volunteer roles for a particular shift are filled, interested persons may sign-up as a back-up volunteer. Please place priority for signing-up for unfilled roles, before signing up for a back-up role.
- Volunteers will not be needed during **Non-Exercise Times** listed above.
- Volunteers should plan to arrive 10 minutes ahead of their shifts. For example: If shift starts at Noon, volunteer needs to be present at 11:50AM. Shifts will go until 1:25PM. All staff will be given a chance to retrieve a boxed lunch to eat following their shift.

### **Station Descriptions and Staffing Plan:**

#### ➤ **Entrance**

- a. **Station:** N/A
- b. **Staff Needed:** 2
- c. **Responsibilities:**
  - *Greeter/Line Staff 1:* Encourage persons to go through the exercise, promote raffle and giveaways, and manage line. Provide radiation contamination cards and scripts to individuals. Briefly talk about CRC Dashboard Display.
  - *Radiation Screener:* Briefly talk about CRC Dashboard Display. Screen for radiation. Here we will use portal monitors to screen participants.
- d. **Materials:** portal monitors/equipment, radiation test object to make portal monitor go off, **Radiation Contamination Cards (High, Low, None)**, participant scripts, CRC Dashboard Display, 1 laptop
- e. **Take-aways:**

- Entrance screening procedures, radiation monitoring equipment usages, and general dashboard awareness.

f. **Assigned Presenter:** Sherwin Levinson – Portal Monitor

➤ **Initial Sorting**

- Station:** 1
- Staff Needed:** 2
- Responsibilities:**
  - *Data Collector Staff:* Ask participants questions to collect the required information for assigned station.
  - *Initial Screening Staff:* Describe the CRC Flow Diagram to participant
- Materials:** **CRC Flow Diagram**, 1 laptop
- Take-aways:**
  - Flow of CRC and CRC stations.

➤ **First Aid**

- Station:** 2
- Staff Needed:** 2
- Responsibilities:**
  - *Data Collector Staff:* Ask participants questions to collect the required information for assigned station.
  - *First Aid Staff:* Create an ‘injuries list’ of injuries that would be common when dealing with those displaced by a radiological emergency. Assign an injury to patient based on type amount of exposure.
    - High/low dose patients: No injuries and no bandages needed.
    - No dose patients will receive a bandage due to wounds. Assure the patient that their injuries are not life-threatening.
- Materials:** **Injuries List, Non-Latex Bandages**, 1 laptop
- Take-aways:**
  - Knowing that life-threatening injuries take priority over radiation.
  - Should a patient be injured and need immediate care, they would receive that care before being contaminated.

➤ **Contamination Screening**

- Station:** 3
- Staff Needed:** 2
- Responsibilities:**
  - *Data Collector Staff:* Ask participants questions to collect the required information for assigned station.
  - *Contamination Screening Staff:* When patient arrives perform survey for radiation contamination. Front and back screening. Explain why the screening is being done.
    - High patients: tell the patient that their contamination levels are relatively high and they may need to be decontaminated at the Wash Station. Provide Glow Stick.

- Low patients: tell the patient that though their readings are not high enough to produce serious harm, they still may need to be decontaminated at the Wash Station. Provide Glow Stick.
- None Patients: No wash needed, but send them to wash station.
- d. **Materials:** Dosimeter, **Radiation Screening Job Aide, Glow Stick Necklaces**, 1 laptop
- e. **Take-aways:**
  - Knowledge of proper screening technique and basic awareness of radiation screening equipment.

#### ➤ Wash

- a. **Station:** 4
- b. **Staff Needed:** 2
- c. **Responsibilities:**
  - *Data Collector Staff:* Ask participants questions to collect the required information for assigned station.
  - *Wash Staff:* After patient arrives at station, conduct brief interview/testing to determine that they do not need an emergency shower. Explain the methods of decontamination as they relate to levels of contamination.
    - *High:* run them through streamers
    - *Low:* ask them to self-decon using wet naps
    - *None:* Ask them to circumvent streamers
  - Relate statistics to imagery or a scenario to aid in comprehension of concept.
- d. **Materials:** PVC & Streamers for Wash Station, **Wet naps**, 1 laptop
- e. **Take-aways:**
  - Understand that full decontamination is not always necessary. Knowledge of when certain types of decontamination practices would be employed.

#### ➤ Registration

- a. **Station:** 5
- b. **Staff Needed:** 2
- c. **Responsibilities:**
  - *Two Data Collector Staff:* Ask participants questions to collect the required information for assigned station. Show them actual CRC forms. Explain the importance of registration in monitoring and tracking.
- d. **Materials:** **Pens**, CRC Registration Forms, 2 laptops
- e. **Take-aways:**
  - Awareness of the materials needed to register and track patient through a shelter.

#### ➤ Dose Assessment

- a. **Station:** 6
- b. **Staff Needed:** 2
- c. **Responsibilities:**

- *Data Collector Staff:* Ask participants questions to collect the required information for assigned station.
- *Dose Assessment Staff:* Screen persons for internal contamination.
  - *High:* Internal contamination present, provide M&M's
  - *Low and None:* No contamination present.
- d. **Materials:** **M&M's**, Dose assessment info sheets, 1 laptop
- e. **Take-aways:**
  - Understand that additional screening is done after decon to detect internal contamination.
  - Gain additional awareness on detection equipment and use of volunteers to assist with radiation response operations.

➤ **CRC EpiInfo™ Tool Demonstration Table**

- a. **Station:** 7
- b. **Staff Needed:** 2
- c. **Responsibilities:**
  - *CDC:* Display dashboard features and other EpiInfo visual aids
  - *NACCHO:* Promote NACCHO Radiation Resources and Workgroup. Collect name and email for mailing list and inform of chance to win raffle prizes
- d. **Materials:** **Ribbons**, 2 Laptops (1 EpiInfo, 1 NACCHO) , 1 Monitors, Router, Powerstrip, Raffle Prize, NACCHO Mailing List Sheet
- e. **Take-aways:**
  - Understand what information can be presented on dashboard
  - Understand how EpiInfo can be used and how to access it
  - Awareness of NACCHO Resources and Raffle Entry
- f. **Assigned Presenter:** CDC, NACCHO

➤ **Exit**

- a. **Staff Needed:** 1
- b. **Responsibilities:**
  - *Extra Staff:* Collect script and contamination card materials. Gain feedback on the CRC simulation. Provide any additional handouts.
  - Ensure persons enter from the correct direction.
- c. **Materials:** **Any additional handouts**
- d. **Take-aways:**
  - An understanding of the function of each station in a CRC and the organizations that can help in the case of a radiological emergency. Patients are directed toward NACCHO resources and ideally will incorporate radiation preparedness into their existing plans

## Staffing

Station	Station Number	Staffing Number
Entrance	-	2
Initial Sorting	1	2
First Aid	2	2
Contamination Screening	3	2
Wash	4	2
Registration	5	2
Dose Assessment	6	2
EpilInfo Demo Tables	7	2
Exit	-	1
<b>TOTAL</b>		<b>17</b>

There are 17 staff volunteers needed per shift for a total of 34 volunteer shifts needed to be filled.

## Training

- NACCHO will be convening a conference call on Wednesday, April 5, 2016 from 2-3PM ET with all invited stakeholders to go over the CRC Activity in additional detail and answer any questions.
- On-site Just-in-Time Training for all presenters and volunteers will occur at 7:30-8:15AM on Wednesday, April 26, 2017 (Back-up time is 5:15-6:00PM on Tuesday, April 25, 2017). **Attendance of this session is mandatory for all volunteers and presenters.** A save-the-date will be sent closer to the Summit date.

## Social Media:

- The use of the Preparedness Summit hashtag: **#Prep17** and the CRC Activity hashtag: **#CRCSurvivor** is strongly encouraged to generate interest in this event.
- Presenters and volunteers will be encouraged to post messages and photos via social media outlets including Twitter, Facebook, Instagram and other avenues.

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