



# Norfolk County-8 Coalition

## Regional Communications Standard Operating Procedure

### Tabletop Exercise

<b>Time &amp; Date:</b>
April 8, 2026, 10:00 am – 12:00 pm (registration at 9:30 am)
<b><u>In-person Meeting</u></b>
Canton Public Library (786 Washington St, Canton, MA 02021)

#### **Attendees:**

##### NC-8 Representatives:

- Canton: Margaret Goldstein (Health Director), Jenna Conroy (Health Inspector)
- Milton: Caroline A. Kinsella (Health Director), Karolyn Ho (Assistant Health Director)
- Norwood: Stacey Lane (Health Director), Abbie Atkins (Assistant Health Director)
- Walpole: Melissa Ranieri (Health Director), Megan Leary (Deputy Health Agent)
- Wellesley: Leonard Izzo (Health Director), Deadra Doku Gardner (Administrator)
- Westwood: Jared Orsini (Health Director)
- Regional Staff: Sarah Lavari (Regional Epidemiologist)
- Needham: Taleb Abdelrahim (Emergency Planning)

##### BME Strategies:

- Beth Haefner (NC-8 Regional Staff Coordinator)
- Jackson Lieb (Medical Reserve Corps Coordinator)

##### Exercise Facilitators:

- Crawford & Associates (Robert Crawford, Paul Crawford, Mea Allen)

#### **I. Registration**

Participants arrived and signed in for the session.

#### **II. Welcome and Introductions**

The session opened with a welcome and participant introductions. The primary goal of this tabletop exercise was to evaluate the newly developed NC-8 Regional Communications Standard Operating Procedure (SOP).

#### **III. Scenario #1: Eastern Equine Encephalitis (EEE)**



# Norfolk County-8 Coalition

## Regional Communications Standard Operating Procedure

### Tabletop Exercise

The group discussed a multi-module scenario involving escalating EEE risk levels and a confirmed human case.

Discussion focused on initial notification triggers, the impact of varying local control measures, regional messaging, and regional coordination. Participants aligned on the importance of consistent messaging and consistent response measures across towns, as well as the need for collaboration across town departments (e.g., schools, police, health department) to ensure consistency and agreement.

Participants evaluated the role of the Coalition Coordinator and NC-8 Regional Staff when municipal leadership identifies a need for regional collaboration and information sharing in response to a potential public health emergency that could impact multiple communities.

#### **IV. Break**

The group took a brief scheduled recess.

#### **V. Scenario #2: E. Coli**

The group discussed a scenario focused on a foodborne illness outbreak with a potential link to a retail product.

The group addressed how to identify multi-community clusters through MAVEN data and the necessity of regional coordination calls during outbreaks. Participants discussed communication processes with the Department of Public Health to determine when outbreaks have spread outside of a single community.

Discussions included methods for validating information before sharing it regionally and strategies to correct misinformation circulating on social media.

#### **VI. Scenario #3: Transportation Accident**

The final scenario involved a truck accident transporting lithium-ion batteries, resulting in a fire with potential environmental impacts.

Participants discussed rapid notification pathways for incidents with immediate public safety and environmental health concerns. Participants discussed the role of public health departments in an environmental health emergency such as this, and typical communication



# Norfolk County-8 Coalition

## Regional Communications Standard Operating Procedure

### Tabletop Exercise

flows and processes for scenarios like this one.

The group also discussed the need for coordination with state agencies like the Department of Environmental Protection (DEP).

#### **VII. Hotwash / Participant Feedback**

Following the scenarios, a "hotwash" was conducted to capture immediate feedback on the SOP's effectiveness and regional coordination strengths.

Participants were provided with a QR code to complete formal Participant Feedback Forms.

**Next Steps:** The observations recorded during the TTX will be used to compile an After-Action Report (AAR) and Improvement Plan (IP) to refine the NC-8 Regional Communications SOP.