

Expanding Community Engagement Through Environmental Health Fairs

U.S. Environmental Protection Agency
2011 Community Involvement Training
Conference

July 19 – 21, 2011
Arlington, Virginia

Introductions

- Bill Little, U.S. EPA Region 6 Community Involvement Coordinator/SEE
- Darcie Olexia, Environmental Health Scientist, Louisiana Department of Health and Hospitals
- Lorraine Jameson, CH2M HILL, Community Involvement Specialist



This training will provide:

- Tools to determine if an Environmental Health Fair will benefit your community
- Step-by-step instructions, tips and lessons learned for planning and conducting the event
- Examples of outreach materials
- Sources for additional information

What is an Environmental Health Fair? LLJ4

- Fair serves a community near an industrial complex, Superfund or Removal Site.
- Health impacts are a leading concern of stakeholders who live near hazardous waste sites, especially those in medically underserved communities.
- More emphasis on environmental health and sponsorship by federal, state and/or local environmental agencies than most traditional health fairs.

Benefits to the Community

- Information about local clinics and services
- Information about chemicals of concern
- Increase personal health awareness
- Free screenings by health professionals
- Demonstrations of CPR or first aid
- Encourages positive changes to their lifestyles and behavior

Benefits to Agency Partners

- Expand contacts within the community
- Meet agency outreach goals
- Educate the public on chemicals of concern, reduce potential future exposure.
- Effective venue for updating the community on site issues

Slide 4

LLJ4 Let's discuss. We need to make this short and sweet. I don't think we should indicate that it's always sponsored by EPA.

Lorraine Jameson, 7/10/2011



What is the Community looking for?

- Community leaders needs and wants
- Health and Hospitals resources
- Faith based organizations
- Children's health needs





Don't forget the kids!

- Fingerprinting
- Fire safety
- Children's activities




Planning Your Health Fair

Six months before the Fair

- Establish a leader
- Choose a Theme
- Establish your goals
- Find a Location
- Set a date



Environmental Health Fair Goals

- Community specific
- Promote health awareness
- Increase understanding of local health care and health promotion resources
- Promote use of local, community resources
- Encourage collaboration among private, voluntary and government sectors

My checklist

Task	Comments/Instructions
Sign	Little, Nepp and Johnson HILL will attend. HILL will explore possibility of self-help from HILL's WPC office. List of items and logos. "Contact" July 11 to Brian Meier with help from (208) 513-222. Identify Sign & Date. Review from EPA's Knowledge 12/1
Meeting Brochure	1) Prepare final layout, complete. 2) Forwarding information to include: http://www.epa.gov/epahome/epa.htm
Confirmation postcard/announcement	1) Use the postcard, which includes a photograph of the fair and to arrive 11/9/2009. Use the date marked and delivered to mailing list 11/21/09 and to the Agency. News or Bulletin Board. 11/21/09. Mailing to arrive 11/21/09. Mailing list 11/21/09. Completed Brochure and mailed 12/1
Posters	2 posters, 11 by 17 in. Bicyclemation, in color. CHM HILL will develop and be review. http://www.epa.gov/epahome/epa.htm and January 11/21/09. Mailing
Arrange Meeting Room	Completed and verified by Little and Little phone call on November 5, 2009. Use with Easy Booking or other room booking and confirmed from room booking by 11 am both meetings. Dec. 6 & 9/09
Arrange Rental Equipment	Tables
Support room layout	CHM. HILL HILL noted on 8/18 11/08-11/11 to check room. http://www.epa.gov/epahome/epa.htm
Signs for participants	Signs. Name tags will be available. http://www.epa.gov/epahome/epa.htm
Signs to Short	1) Sign up sheet. EPA will have opportunity to sign up for meeting. List-Other participants may offer contact opportunities. http://www.epa.gov/epahome/epa.htm for meeting, but to coordinate all from the HILL's registration EPA will set record name and address's 11/20.
Information table signs	Each participant will have a sign on their table. 8.5 by 11 in. Executive with additional small table.
Electricity	• Power requirements indicate they need electricity. Use you device needs four (4) outlets the other participants need 1 each. Little, Johnson will verify electrical capacity of rooms. • Power strips may be required. http://www.epa.gov/epahome/epa.htm

Five Months before the Fair

- Engage community leaders
- Invite participants
 - Agency for Toxic Substances and Disease Registry
 - Local Emergency Planning Committee
 - Kidney Foundation, Heart Association
 - Red Cross
 - State Dental Association, State Ophthalmology Association
 - Agency for Aging
 - Medical Colleges & Nursing Schools
 - Y.M.C.A.

Identify participants needs

- Tables, table coverings
- Chairs
- Electrical outlets, extension cords
- Privacy screens
- biohazardous waste disposal
- waste baskets
- special lighting (eye exams)
- Placards to identify vendor table
- Provide your vendors with a form to complete that documents what they will need

Participants documentation form

Alsen Environmental Health Fair

Thank you for agreeing to participate in the December 9, 2009, Alsen Environmental Health Fair. I would like to confirm your organization's equipment needs, so we can make the proper arrangements and establish the most efficient floor plan. Health Fair participants must provide their own computers or projectors. Please indicate what you will need from the following room set-up requirements:

1. The number of tables _____
2. The number of chairs _____
3. Need for electricity _____ 110/220 _____
4. Extension cords _____
5. Number of electrical outlets _____
6. Waste basket _____
7. Special Requirements _____

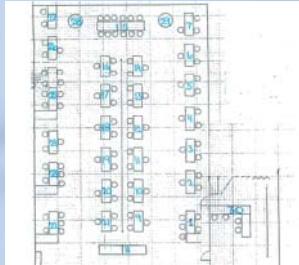
Standard sign provided for each participant organization.

Please send your response to me by November 1, 2009. If I do not receive a request from you by November 1, 2009, I will assume that you have no equipment needs. Fax or e-mail your form to me; my contact information is listed below. Your timely response to this request will enable us to have a successful event for the Alsen community. We will do our best to accommodate your needs, and we sincerely appreciate your participation.

Bill Little
Community Involvement Coordinator/SEE
USEPA Region 6
Bill Little/R6/USEPA/US
Office: 214-665-8131
Fax: 214-665-6660
little.bill@epa.gov

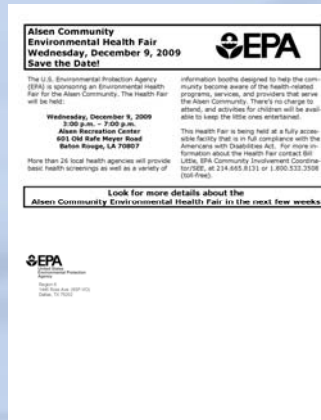
Four Months before the Fair

- Develop a floor plan and staffing plan



Three Months before the Fair

- Establish a promotions strategy
- Confirm commitments
- Solicit gifts for drawings at the Fair
- Refreshments?



Two months before the Fair

- Arrange for rental equipment
- Security
- Supplies
- Reconfirm participants
- Reconfirm your entire checklist

	4/10/09	Continuation from Notes
Staff		Letty, Nege and Jonathan Hill & Greg HILL will support possibility of staff help from HILL's BTR office. Lots of lifting and loading. Continue help 11-12 from Jonathan and Letty. Call Letty Hill, Beverly Nege & Greg Williams from EPA - Knoxville 1-2
Meeting/Structure		In progress. Draft layout, complete. EPA identifying information to
Invitations		Have the date printed, which includes a description of the fair and poster 11/12/2009. Use the date printed and distribute it starting 11/11. Sent out in The Weekly News in Baton Rouge 11-10. Call Letty Hill, Beverly Nege & Greg Williams from EPA - Knoxville 1-2
Posters		1 printed 11/11/09 - in Nancy Hamilton, in color. CHES HILL will develop and the event. Poster on Environment and Safety 11/10/09. Contact Jonathan and Greg HILL 1-2
Arrange Meeting Room		Completed and ready to use. Meet and letty phone call on November 8, 2009. Use with Letty Nege at Aiken on center and additional staff rooms and access by 10 am both morning Nov 8 & 10
Arrange Rental Equipment		Letty
Arrange room layout		Letty, Jonathan Hill & Greg Hill 11/10-11/11 to check room. Letty, Nege and Jonathan Hill & Greg HILL 1-2
Room tags for participants		Letty, Nege, Nege will be responsible for setting up tag for tag setting. Use other participants only offer contact opportunities. Letty's printing needs to be ready with no responsibility for fair over 10:00 am. Equipment EPA will not record name and table 11/11
Information table tags		Each participant will have a sign on their table. 8:30 by 11 am. Contact with card used card fair area 11/11/09
Electricity		Have to participants indicate they need electricity. Letty Nege needs four (4) outlets. The other participants need 1 each. Letty, Nege will verify electrical capacity at center. • Power strips may be required. A minimum needs with power strips outlet with 4X equipment 1-2

One month before the Fair

- Distribute promotional material
- Confirm advertising
- Contact local news media
- Order, purchase supplies



Supply checklist

Supply	Amount	Completed
Batteries, AA	12	
Camera, digital	1	
First Aid Kit	1	
Hammer, nails, pliers, screwdriver		
Kleenex	4 boxes	
Name Tags, sticky		
Paperclips	1 box	✓
Paper Towels		
Pencils	3 boxes	
Pens	3 boxes	
Pens, Ball, tip, Marker-ink Black	2	
Post-it Notes	1 4x6, 1 3x3	✓
Push pins	1 box	
Rubber Bands		✓
Safety scissors, glue sticks	10 each	
Scissors		
Small Binder Clips		✓
Staples	2000	
Table, Molding	2 rolls	
Table, stretch	2 rolls	✓
Thumb tacks		
Trifold paper	2 packages, 6 rolls	
Trash bags	1 box	
Water, Bottled	4 cases	
Zip Fast Backs	25 pack	✓

Important Considerations

- HIPAA
- Photographing children

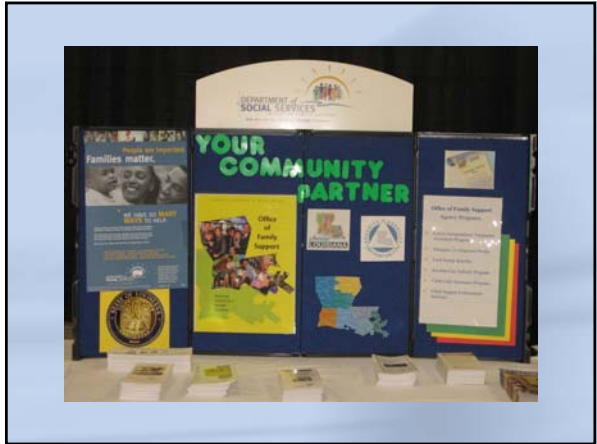
How to Order Publications

- To order Publications you may write to:
- FEMA
- PO Box 2012, Jessup, MD 20794-2012
- Or you may call 1-800-480-2520, Monday - Friday, 8:00 a.m. - 5:00 p.m., EASTERN TIME.
- Or you may Fax your request to 301-362-5335.
- Please include the title, item number, short title, and quantity of each publication.

Other Sources

- Agency for Toxic Substances and Disease Registry (ATSDR)
- Department of Defense (DOD) www.defense.gov
- Center for Disease Control (CDC) www.cdc.gov
- Navy & Marine Corps Public Health Center. (NMCPHC) www.nmcphc
- American Academy of Family Physicians www.aafp.org
- American Academy of Pediatrics www.aap.org
- Healthy Children.org







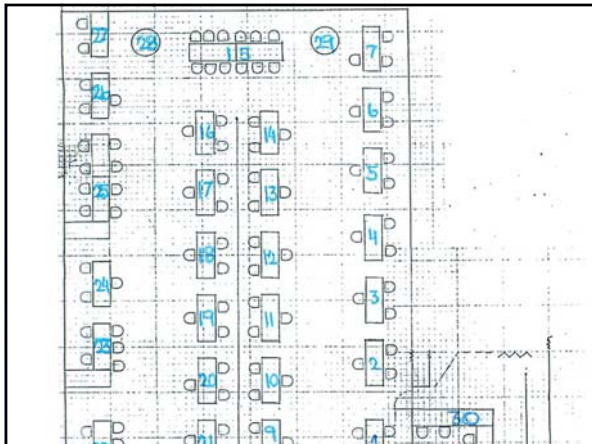
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Chris Marchant
 Williamson and Park Commission
 2001 Poyou Blvd
 Bogalusa, LA 70005
 Dear Chris,

I have been working with the Louisiana Department of Health and Hospitals on an Environmental Health Fair for the Alsen Community, on December 9, 2009. We have 26 participants and they will have a few items before we are finished. I saved a large format (100 to 100) for the event and all direct to use of the facilities tables and chairs. Mr. Kevin Rogers with the Louisiana State Optometry Association, will be providing ocular health exams including glaucoma, diabetic retinopathy and vision. He will require an electrical fan for ventilation to perform these tests. I would like to use the meeting room next to the gym to perform these tests. Please let me know if this is possible or if you have another suggestion.

I have reserved the center for the event from 3:00 PM on December 9, 2009 and anticipate needing quite a bit of time to set-up and take down the event. I will have some assistance and require optional additional tables, table covers, chairs, sound/visual equipment, etc. and will need access by 10:00 AM to get everything reserved and set up. I will be there to assist the majority, set-up, and clean up after the event. I expect we will run past the 7:00 PM hour because of clean-up and will not be able to have the delivered materials placed up until the following morning. I have the facilities manager only seats and I would expect to be billed for any overtime time that would result from getting many/most of the facility and cleaning up.

I will provide each participant with waste baskets with plastic liners and will need direction for the disposal of these at the end of the event. I would like to use the facilities computer if possible.

If you have any questions, please call me at 214-665-8131 or at our toll-free number 1-800-553-3008. My e-mail is little.bill@epa.gov and Fax is 214-665-6660.

Sincerely yours,
 Bill Little
 Community Involvement Coordinator/SEE
 Superfund Division
 USEPA Region 6
 Procedures

October 29, 2009

Especially for Kids

Alsen Environmental Health Fair
U.S. EPA Region 6

Alsen Community Environmental Health Fair
Wednesday, December 8, 2009
Start the Show

EPA

Look for more details about the Alsen Community Environmental Health Fair at the link below.