



QUICK START TOOL 1

Point of Contact and Planning Team Worksheet

Start with the right people.

Use this worksheet to name the municipal staff or subject matter experts who should help develop and carry out your opioid overdose prevention and response plan. One person may represent more than one function, and regional or shared-service contacts may be used when a function is not housed directly in the municipality.

Municipality

Chief Elected Official / Municipal Manager

Date

Designated Planning Lead / Coordinator
Convenes the team, coordinates information, tracks next steps, and keeps the plan moving.

NAME

TITLE / DEPARTMENT

Municipal Planning Team - Point of Contact Roster

MUNICIPAL DEPARTMENT / FUNCTION	PRIMARY CONTACT	TITLE / ROLE	EMAIL / PHONE
Municipal Leadership Mayor/First Selectman, municipal manager, or designee			
Public Health Local health department or regional health district; data, prevention, referrals			
Police / Public Safety Overdose trends, public safety response, community coordination			
Fire / EMS / Emergency Management Overdose response, naloxone, emergency operations and readiness			
Human or Social Services Resident support, benefits, referrals, recovery and basic needs			
Youth Services / Local Prevention Council Prevention coalition, youth and family engagement			
Schools / Board of Education Student prevention, supports, family engagement and school policy			
Housing / Community Services Housing stability, outreach and residents with elevated needs			
Parks & Recreation Youth/family programming, public spaces and community engagement			
Economic & Community Development Businesses, neighborhoods, employment and community conditions			
Finance / Budget Settlement funds, grants, procurement, reporting and sustainability			
Legal / HR / Risk Management Policy, contracts, workforce practices, benefits and risk			
Communications / Public Information Public education, outreach, messaging and crisis communications			

Next step: bring the identified contacts together for a short planning kickoff.

Use the first meeting to confirm roles, review local data and current resources, and identify the most important gaps to address.

TARGET KICKOFF DATE

CONVENED BY

MISSING FUNCTIONS / FOLLOW-UP