

CHARLES COUNTY

COVID-19 EVENT PLAN



Operational Period

From

3/20/20

To

3/22/20

0800 hours

0800 hours

Charles County COVID-19

Incident Action Plan



Operational Period

From

3/20/20
8:00

To

3/22/20
8:00

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name Charles County COVID-19	2. Operational Period	Date From: 3/20/20 Date To: 3/22/20 Time From: 8:00 Time To: 8:00															
3. Objectives																	
Ensure the safety and overall health and well-being, including mental health of the residents, county employees, and responders, throughout this incident.																	
Conduct surveillance of COVID-19 cases in collaboration with the health department, hospital, physicians, and other health care providers.																	
Maintain timely, accurate and uniform communications with residents, employees and first responders as well as partners in the tri-County and National Capital Region and the state of Maryland.																	
Prepare for and handle the human reaction crisis contingencies in long terms.																	
Prepare for long term order maintenance.																	
Prepare for and sustain our communities hierarchy of needs throughout this incident.																	
Determine trigger points for Continuity of Operations for all agencies, including government, public safety, schools, hospital, and other critical infrastructure systems.																	
4. Operational Period Command Emphasis																	
General Situational Awareness																	
5. Site Safety Plan Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Approved Site Safety Plan(s) Located at:																	
6. Attachments (check if attached) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;"><input checked="" type="checkbox"/> ICS 203</td> <td style="width: 33%; padding: 2px;"><input type="checkbox"/> ICS 207</td> <td style="width: 33%; padding: 2px; text-align: right;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="width: 33%; padding: 2px;"><input type="checkbox"/> ICS 204</td> <td style="width: 33%; padding: 2px;"><input type="checkbox"/> ICS 208</td> <td style="width: 33%; padding: 2px; text-align: right;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="width: 33%; padding: 2px;"><input type="checkbox"/> ICS 205</td> <td style="width: 33%; padding: 2px;"><input type="checkbox"/> Map/Chart</td> <td style="width: 33%; padding: 2px; text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="width: 33%; padding: 2px;"><input checked="" type="checkbox"/> ICS 205A</td> <td style="width: 33%; padding: 2px;"><input type="checkbox"/> Weather</td> <td style="width: 33%; padding: 2px; text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="width: 33%; padding: 2px;"><input type="checkbox"/> ICS 206</td> <td style="width: 33%; padding: 2px;"><input type="checkbox"/> Forcast/Tides/Currents</td> <td style="width: 33%; padding: 2px; text-align: right;"><input type="checkbox"/></td> </tr> </table> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="flex: 1;"> La Plata Business Status <hr/> Resource Request 213RR <hr/> <hr/> <hr/> </div> </div>			<input checked="" type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<input checked="" type="checkbox"/>	<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input checked="" type="checkbox"/>	<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/>	<input checked="" type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather	<input type="checkbox"/>	<input type="checkbox"/> ICS 206	<input type="checkbox"/> Forcast/Tides/Currents	<input type="checkbox"/>
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<input type="checkbox"/> ICS 206	<input type="checkbox"/> Forcast/Tides/Currents	<input type="checkbox"/>															
7. Prepared by: Name: <u>Joe Hoffmaster</u> Position>Title: <u>PSC</u> Signature: _____																	
8. Approved by Incident Commander: Name: <u>Michelle Lilly</u> Signature: _____																	
ICS 202	IAP Page <u>2</u>	Date/Time: <u>March 19, 2020 @ 16:30</u>															

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name Charles County COVID-19		2. Operational Period Date From: 3/20/20 Date to: 3/22/20 Time From: 8:00 Time to: 8:00				
3. Incident Commander and Staff		7. Operations Section				
UC	Dr. Lowry	Chief				
UC	Michelle Lilly	Deputy				
Deputy	Melanie Gardner					
Deputy	Tony Rose					
Safety Officer	Marvin Anderson	a. Branch I	Public Health			
Public Information Office	Jennifer Harris, Donna Fuqua	Branch Director	Mary Lilly			
Intell Officer	Jason Stoddard	Deputy	Ranston Harvey			
4. Agency Representative		DSS				
Agency	Name	Hospital	Bill Grimes	John Filer		
Intell officer Deputy	Mike Meiser 301-751-8798	Nursing Homes	need to fill			
Lifestyles	Sandy Washington	Health Care Providers	need to fill			
		Rehab Centers	need to fill			
		Assisted Living	need to fill			
		b. Branch II	Public Safety			
		Branch Director	John Filer			
		Deputy	Stephen Finch			
		Vol Fire	Mark Kaufmann Jr.			
		Vol EMS	Andrew Spalding			
		Logistics	Scott Herbert			
5. Planning Section		c. Branch III	Law Enforcement			
Chief	Joe Hoffmaster 301-399-2600	Branch Director	Chris Schmidt			
Deputy	Bill Smith 240-393-1614	Deputy	Cari Baker			
Resource Unit		La Plata Police	Chris Becker			
Situation Unit	need to fill	MD State Police	Thomas Quade			
Documentation Unit	need to fill	DNR	Catherine Meddelin			
Demobilization Unit		MdTA	Brian Lawrence			
Human Resources						
Technical Specialists	(name / specialty)	d. Branch IV	Infrastructure			
		Branch Director				
		Deputy				
		SMECO	Jennifer Raley 240-434-2532			
		Grocery				
		Fuel				
6. Logistics Section		Propane				
Chief	Nick Ellis					
Deputy	Lori Cherry	e.				
Support Branch						
Support Branch Dir.						
Supply Unit						
Facilities Unit		10. Finance Section				
Ground Support Unit		Chief	Jennifer Adams			
Service Branch		Deputy				
Service Branch Dir.		Time Unit				
Communications Unit		Procurement Unit				
Medical Unit		Comp/Claims Unit				
Security Unit		Cost Unit				
Food Unit						
9. Prepared by: Name: Joe Hoffmaster		Position/Title: PSC Signature				
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ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name Charles County COVID-19		2. Operational Period Date From: 3/20/20 Date to: 3/22/20 Time From: 8:00 Time to: 8:00		
3. Incident Commander and Staff		7. Operations Section		
UC	Dr. Lowry	Chief		
UC	Michelle Lilly	Deputy		
Deputy	Melanie Gardner			
Deputy	Tony Rose			
Safety Officer	Marvin Anderson	a. Branch V	Governance	
Public Information Office	Jennifer Harris, Donna Fuqua		need to fill	
Intell Officer	Jason Stoddard 301-399-7725		need to fill	
4. Agency Representative		Charles County Govern.	Michele Lilly	
Agency	Name	Town of LaPlata	Chris Becker	
Intell officer Deputy	Mike Meiser 301-751-8798	Town of Indian Head		
Lifestyles	Sandy Washington			
CC Public Schools	Michael Meiser			
		b. Branch VI	Business	
		Branch Director	Bonnie	
		Deputy		
		Economic Development	Darrell Brown	
		Chamber of Commerce	Marcie	
5. Planning Section		c. Branch VII		
Chief	Joe Hoffmaster 301-399-2600	Branch Director		
Deputy	Bill Smith 240-393-1614	Deputy		
Resource Unit				
Situation Unit	need to fill			
Documentation Unit	need to fill			
Demobilization Unit				
Human Resources				
Technical Specialists (name / specialty)		d. Branch VIII		
		Branch Director		
		Deputy		
6. Logistics Section				
Chief	Nick Ellis			
Deputy	Lori Cherry	e. Branch IX		
Support Branch				
Support Branch Dir.				
Supply Unit				
Facilities Unit		10. Finance Section		
Ground Support Unit		Chief	Jen Adams	
Service Branch		Deputy	need to fill	
Service Branch Dir.		Time Unit		
Communications Unit		Procurement Unit		
Medical Unit		Comp/Claims Unit		
Security Unit		Cost Unit		
Food Unit				
9. Prepared by: Name: Joe Hoffmaster		Position>Title: PSC Signature _____		
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COMMUNICATIONS LIST (ICS 205A)

1. Incident Name Charles County	2. Operational Period: COVID-19	Date From: Time From:	3/18/20 8:00	Date to: Time to:	3/20/20 8:00
3. Basic Local Communications Information:					
Name - Last	Name-First	Representing	Email	Phone	
Adams	Jennifer	DES	AdamsJen@Charlescountymd.gov	301-609-3430	
Baker	Cari	CCSO	bakerce@ccso.us	240-444-2564	
Becker	Chris	La Plata Police	cbecker@townoflaplata.org	301-399-1395	
Brown	Darrell	Economic Development	Brownd@charlescountymd.gov	301-885-1346	
Cress	Lauri	Charles Regional Medical Center	lauri.cress@umm.edu		
Ellis	Nick	DES- Logistics	DESLogistics@charlescountymd.gov	240-416-8955	
Filer	John		FilerJ@charlescountymd.gov	301-399-1143	
Finch	Stephen	DES	FinchS@charlescountymd.gov	240-507-3113	
Fuqua	Donna				
Hoffmaster	Joe	Planning Section	DESPlanning@charlescountymd.gov	301-399-2600	
Kaufmann	Mark Jr	Volunteer Fire Chief	markeng1trk@hotmail.com	240-299-1017	
Konschak	Matt	NSWC IHD	matthew.konschak@navy.mil	301-774-6504	
Lilly	Michelle	CCDES Director, Unified Command	LillyM@charlescountymd.gov		
Lilly	Mary	C C Dept. of Health	Miilly@maryland.gov	240-435-0274, 301-609-6762	
Lowry	Susan	MDH	suzan.lowry@maryland.gov		
Mills	D.J.	Vol Fire- Special Operations Chief	djm31_9@hotmail.com		
O'Malley Simpson	Katie	CCBOE PIO	Komalley@ccboe.com		
Proctor	Destiny	DES	proctord@charlescountymd.gov		
Quade	Thomas	MSP	Thomas.Quade@maryland.gov	301-536-1742	
Rose	Tony	DES Deputy Director, Unified	RoseT@charlescountymd.gov	301-399-5068	
Russell	Cindy	DSS	cindy.russell@maryland.gov	301-392-6415	
Schmidt	Louis Chris III	CCSO	schmidtlo@ccso.us	240-419-1612	
Seaman	Kevin	CCEMS	seamank@charescountymd.gov	240-776-2606	
Smith	Bill	CCVFA/CCAEMS	Smithb@ccvfireems.org	301-934-3581	
Spalding	Andrew	Volunteer EMS Chief	chiefems@ccvfireems.org	301-751-6154	
6. Prepared by: Name: <u>Joe Hoffmaster</u> Title: <u>PSC</u> Signature: _____					
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COMMUNICATIONS LIST (ICS 205A)

ACTIVITY LOG (ICS 214)

ACTIVITY LOG (ICS 214)