

CHARLES COUNTY

COVID-19 EVENT PLAN



Operational Period

From		To
3/20/20	-	3/22/20
0800 hours		0800 hours

Charles County COVID-19

Incident Action Plan



Operational Period

From		To
3/20/20	-	3/22/20
8:00		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 <div style="height: 100px;"></div>																								
General Situational Awareness <div style="height: 100px;"></div>																								
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: none;"> <tr> <td><input checked="" type="checkbox"/> ICS 203</td> <td><input type="checkbox"/> ICS 207</td> <td><input checked="" type="checkbox"/></td> <td style="border-bottom: 1px solid black; text-align: center;">La Plata Business Status</td> </tr> <tr> <td><input type="checkbox"/> ICS 204</td> <td><input type="checkbox"/> ICS 208</td> <td><input checked="" type="checkbox"/></td> <td style="border-bottom: 1px solid black; text-align: center;">Resource Request 213RR</td> </tr> <tr> <td><input type="checkbox"/> ICS 205</td> <td><input type="checkbox"/> Map/Chart</td> <td><input type="checkbox"/></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td><input checked="" type="checkbox"/> ICS 205A</td> <td><input type="checkbox"/> Weather</td> <td><input type="checkbox"/></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td><input type="checkbox"/> ICS 206</td> <td><input type="checkbox"/> Forecast/Tides/Currents</td> <td><input type="checkbox"/></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>					<input checked="" type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<input checked="" type="checkbox"/>	La Plata Business Status	<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input checked="" type="checkbox"/>	Resource Request 213RR	<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"/> Forecast/Tides/Currents	<input type="checkbox"/>	
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<input type="checkbox"/> ICS 206	<input type="checkbox"/> Forecast/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		2. Operational Period	
Charles County COVID-19		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 Officer	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	
ICS 203	IAP Page 3	Date/Time: March 19, 2020 @ 16:30	

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 Officer	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			
Ground Support Unit			
Service Branch		10. Finance Section	
Service Branch Dir.		Chief	Jen Adams
Communications Unit		Deputy	need to fill
Medical Unit		Time Unit	
Security Unit		Procurement Unit	
Food Unit		Comp/Claims Unit	
		Cost Unit	
9. Prepared by: Name: <u>Joe Hoffmaster</u> Position/Title: <u>PSC</u> Signature: _____			
ICS 203	IAP Page <u>4</u>	Date/Time: <u>March 19 @ 16:40</u>	

COMMUNICATIONS LIST (ICS 205A)

1. Incident Name Charles County COVID-19		2. Operational Period:		Date From: 3/18/20	Date to: 3/20/20
				Time From: 8:00	Time to: 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- Logisitics	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@chalrescountymd.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: _____ Joe Hoffmaster _____ Title: _____ PSC _____ Signature _____					
ICS 205A	IAP Page _____ 5 _____	Date/Time: _____ March 19, 2020 _____ @ 16:40 _____			

COMMUNICATIONS LIST (ICS 205A)

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ACTIVITY LOG (ICS 214)

1. Incident Name Charles County COVID-19		2. Operational Period		Date From 3/20/2020	Date To: 3/22/2020
				Time From: 8:00	Time To: 8:00
3. Name:		4. ICS Position		5. Home Agency (and Unit):	
6. Resources Assigned					
Name		ICS Position		Home Agency (and Unit)	
7. Activity Log					
Date/Time		Notable Activities			
8. Prepared by: Name: _____ Position/Title: _____ Signature: _____					
ICS 214, Page 1		Date/Time: _____			

ACTIVITY LOG (ICS 214)

[illegible]