

# Charles County COVID-19

## Incident Action Plan



### Operational Period

From		To
3/23/20	-	3/25/20
8:00		8:00

# INCIDENT OBJECTIVES (ICS 202)

<b>1. Incident Name</b>  Charles County      COVID-19	<b>2. Operational Period</b>	<b>Date From:</b> 3/23/20	<b>Date To:</b> 3/25/20	<b>Time From:</b> 8:00	<b>Time To:</b> 8:00
<b>3. Objectives</b>  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.					
<b>4. Operational Period Command Emphasis</b>					
<b>General Situational Awareness</b>					
<b>5. Site Safety Plan Required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Approved Site Safety Plan(s) Located at:</b>					
<b>6. Attachments (check if attached)</b>					
<input checked="" type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<input checked="" type="checkbox"/>	<b>ICS 214</b>		
<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input 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"/> Forecast/Tides/Currents	<input type="checkbox"/>			
<b>7. Prepared by: Name:</b> <u>Joe Hoffmaster</u> <b>Position/Title:</b> <u>PSC</u> <b>Signature:</b> _____					
<b>8. Approved by Incident Commander: Name:</b> <u>Michelle Lilly</u> <b>Signature:</b> _____					
ICS 202	IAP Page <u>2</u>	Date/Time: <u>March 21, 2020 @ 09:45</u>			

## ORGANIZATION ASSIGNMENT LIST (ICS 203)

<b>1. Incident Name</b>		<b>2. Operational Period</b>	
Charles County COVID-19		Date From: 3/23/20	Date to: 3/25/20
		Time From: 8:00	Time to: 8:00
<b>3. Incident Commander and Staff</b>		<b>7. Operations Section</b>	
UC	Dr. Lowry	Chief	
UC	Michelle Lilly	Deputy	
Deputy	Melanie Gardner		
Deputy	Tony Rose		
Safety Officer	Marvin Anderson	<b>a. Branch I</b>	<b>Public Health</b>
Public Information Office	Jennifer Harris, Donna Fuqua	Branch Director	Ranston Harvey
Intell Officer	Jason Stoddard	Deputy	Mary Lilly
<b>4. Agency Representative</b>		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>b. Branch II</b>	<b>Public Safety</b>
		Branch Director	John Filer
		Deputy	Stephen Finch
		Vol Fire	Mark Kaufmann Jr.
		Vol EMS	Andrew Spalding
		Logistics	Scott Herbert
<b>5. Planning Section</b>		<b>c. Branch III</b>	<b>Law Enforcement</b>
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			
<b>Technical Specialists</b>	<b>(name / specialty)</b>	<b>d. Branch IV</b>	<b>Infrastructure</b>
		Branch Director	
		Deputy	
		SMECO	Jennifer Raley 240-434-2532
		Grocery	
		Fuel	
		Propane	
<b>6. Logistics Section</b>		<b>e.</b>	
Chief	Nick Ellis		
Deputy	Lori Cherry		
<b>Support Branch</b>			
Support Branch Dir.			
Supply Unit			
Facilities Unit		<b>10. Finance Section</b>	
Ground Support Unit		Chief	Jennifer Adams
<b>Service Branch</b>		Deputy	
Service Branch Dir.		Time Unit	
Communications Unit		Procurement Unit	
Medical Unit		Comp/Claims Unit	
Security Unit		Cost Unit	
Food Unit			
<b>9. Prepared by: Name: Joe Hoffmaster</b>		<b>Position/Title: PSC Signature</b>	
ICS 203	IAP Page 3	Date/Time: March 21, 2020 @ 09:45	

## ORGANIZATION ASSIGNMENT LIST (ICS 203)

<b>1. Incident Name</b> Charles County      COVID-19		<b>2. Operational Period</b> Date From:      3/23/20      Date to:      3/25/20 Time From:      8:00      Time to:      8:00	
<b>3. Incident Commander and Staff</b>		<b>7. Operations Section</b>	
UC	Dr. Lowry	Chief	
UC	Michelle Lilly	Deputy	
Deputy	Melanie Gardner		
Deputy	Tony Rose		
Safety Officer	Marvin Anderson	<b>a. Branch V</b>	<b>Governance</b>
Public Information Officer	Jennifer Harris, Donna Fuqua		need to fill
Intell Officer	Jason Stoddard 301-399-7725		need to fill
<b>4. Agency Representative</b>		Charles County Govern.	Michele Lilly
<b>Agency</b>	<b>Name</b>	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>b. Branch VI</b>	<b>Business</b>
		Branch Director	Bonnie
		Deputy	
		Economic Development	Darrell Brown
		Chamber of Commerce	Marcie
<b>5. Planning Section</b>		<b>c. Branch VII</b>	
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			
<b>Technical Specialists</b>	<b>(name / specialty)</b>	<b>d. Branch VIII</b>	
		Branch Director	
		Deputy	
<b>6. Logistics Section</b>			
Chief	Nick Ellis		
Deputy	Lori Cherry	<b>e. Branch IX</b>	
<b>Support Branch</b>			
Support Branch Dir.			
Supply Unit			
Facilities Unit			
Ground Support Unit			
<b>Service Branch</b>		<b>10. Finance Section</b>	
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	
<b>9. Prepared by:</b> Name: <u>Joe Hoffmaster</u> Position/Title: <u>PSC</u> Signature _____			
ICS 203	IAP Page <u>4</u>	Date/Time: <u>March 21, 2020 @ 09:45</u>	

## COMMUNICATIONS LIST (ICS 205A)

<b>1. Incident Name</b> Charles County COVID-19		<b>2. Operational Period:</b>		<b>Date From:</b> 3/18/20	<b>Date to:</b> 3/20/20
				<b>Time From:</b> 8:00	<b>Time to:</b> 8:00
<b>3. Basic Local Communications Information:</b>					
Name - Last	Name-First	Representing	Email	Phone	
Adams	Jennifer	DES FSC	<a href="mailto:AdamsJen@Charlescountymd.gov">AdamsJen@Charlescountymd.gov</a>	301-609-3430	
Baker	Cari	CCSO	<a href="mailto:bakerce@ccso.us">bakerce@ccso.us</a>	240-444-2564	
Becker	Chris	La Plata Police	<a href="mailto:cbecker@townoflaplata.org">cbecker@townoflaplata.org</a>	301-399-1395	
Brown	Darrell	Economic Development	<a href="mailto:Brownd@charlescountymd.gov">Brownd@charlescountymd.gov</a>	301-885-1346	
Cress	Lauri	Charles Regional Medical Center	<a href="mailto:lauri.cress@umm.edu">lauri.cress@umm.edu</a>		
Ellis	Nick	DES- Logisitics	<a href="mailto:DESLogistics@charlescountymd.gov">DESLogistics@charlescountymd.gov</a>	240-416-8955	
Filer	John	DES- Liaison	<a href="mailto:FilerJ@charlescountymd.gov">FilerJ@charlescountymd.gov</a>	301-399-1143	
Finch	Stephen	DES	<a href="mailto:FinchS@charlescountymd.gov">FinchS@charlescountymd.gov</a>	240-507-3113	
Fuqua	Donna	PIO			
Hoffmaster	Joe	Planning Section	<a href="mailto:DESPlanning@charlescountymd.gov">DESPlanning@charlescountymd.gov</a>	301-399-2600	
Kaufmann	Mark Jr	Volunteer Fire Chief	<a href="mailto:markeng1trk@hotmail.com">markeng1trk@hotmail.com</a>	240-299-1017	
Konschak	Matt	NSWC IHD	<a href="mailto:matthew.konschak@navy.mil">matthew.konschak@navy.mil</a>	301-774-6504	
Lilly	Michelle	CCDES Director, Unified Command	<a href="mailto:LillyM@charlescountymd.gov">LillyM@charlescountymd.gov</a>		
Lilly	Mary	C C Dept. of Health	<a href="mailto:Miilly@maryland.gov">Miilly@maryland.gov</a>	240-435-0274, 301-609-6762	
Lowry	Susan	MDH	<a href="mailto:suzan.lowry@maryland.gov">suzan.lowry@maryland.gov</a>		
Mills	D.J.	Vol Fire- Special Operations Chief	<a href="mailto:djm31_9@hotmail.com">djm31_9@hotmail.com</a>		
O'Malley Simpson	Katie	CCBOE PIO	<a href="mailto:Komalley@ccboe.com">Komalley@ccboe.com</a>		
Proctor	Destiny	DES	<a href="mailto:proctord@charlescountymd.gov">proctord@charlescountymd.gov</a>		
Quade	Thomas	MSP	<a href="mailto:Thomas.Quade@maryland.gov">Thomas.Quade@maryland.gov</a>	301-536-1742	
Rose	Tony	DES Deputy Director, Unified	<a href="mailto:RoseT@charlescountymd.gov">RoseT@charlescountymd.gov</a>	301-399-5068	
Russell	Cindy	DSS	<a href="mailto:cindy.russell@maryland.gov">cindy.russell@maryland.gov</a>	301-392-6415	
Schmidt	Louis Chris III	CCSO	<a href="mailto:schmidtlo@ccso.us">schmidtlo@ccso.us</a>	240-419-1612	
Seaman	Kevin	CCEMS	<a href="mailto:seamank@chalrescountymd.gov">seamank@chalrescountymd.gov</a>	240-776-2606	
Smith	Bill	CCVFA/CCAEMS	<a href="mailto:Smithb@ccvfireems.org">Smithb@ccvfireems.org</a>	301-934-3581	
Spalding	Andrew	Volunteer EMS Chief	<a href="mailto:chiefems@ccvfireems.org">chiefems@ccvfireems.org</a>	301-751-6154	
<b>6. Prepared by:</b> Name: _____ Joe Hoffmaster _____ Title: _____ PSC _____ Signature _____					
<b>ICS 205A</b>	<b>IAP Page</b> _____ <b>5</b> _____	<b>Date/Time:</b> _____ <b>March 21, 2020 @ 09:50</b> _____			

## COMMUNICATIONS LIST (ICS 205A)

[illegible]

## ACTIVITY LOG (ICS 214)

1. Incident Name Charles County COVID-19		2. Operational Period Date From 3/23/2020 Date To: 3/25/2020 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: _____	

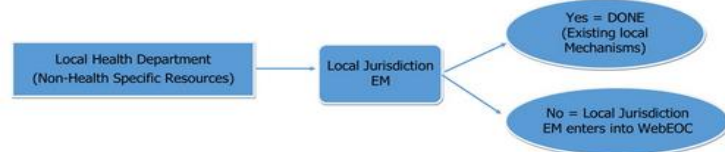
## ACTIVITY LOG (ICS 214)

[illegible]

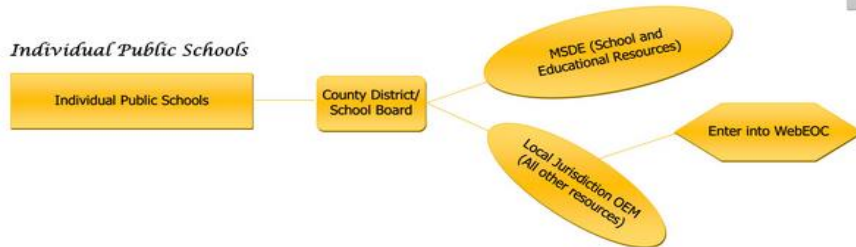


## RESOURCE REQUEST PROCESS—COVID-19

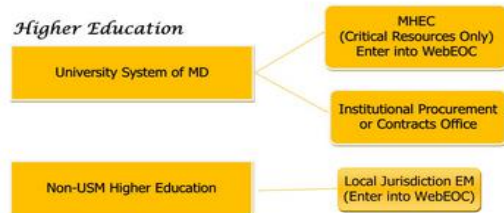
### Local Health Department



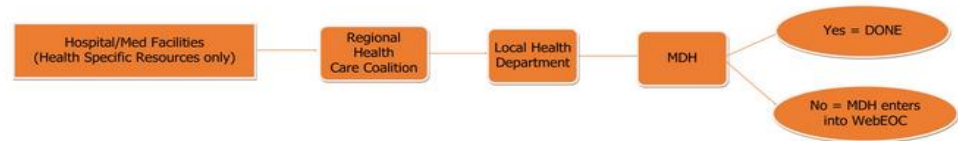
### Individual Public Schools



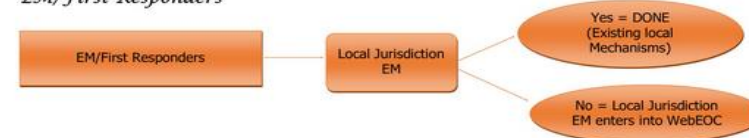
### Higher Education



### Hospital/Medical Facilities



### EM/First Responders



### Area Agencies on Aging



### Private/Non-Public Schools





# Operational Period Meeting Schedule

Time

## Extended Attack Meeting Schedule

9:00	Strategy Meeting (C&GS) modified	Attended by Unified Command and General Staff to adjust the objectives and voice concerns for the upcoming operational
11:00	Operational Briefing	Just before the start of the work shift. Attended by all Operations personnel especially Branch Directors and DIVS.
	BRANCH Tactics Meeting (Preplanning)	Attended by OSC, PSC, LSC, SOF (complete the 215 and 215-A) for the upcoming operational period.
	Planning Meeting	Immediately following the Tactics meeting. Attended by Command and General Staff to support the IAP.
16:00	IAP Deliverables	Following the Tactics meeting, all deliverables need to be sent to the Planning Section.
20:00	IAP Delivered	

### Briefing and Meeting Agendas Facilitated by Planning

Strategy Meeting modified	Operational Briefing
IC/UC	IC/UC
Plans	Plans
	Sit/Stat
	Intell
	Branches
	Safety
	Logs
	Fin/Admin
	PIO
	Liaison
	IC

## RESOURCE REQUEST MESSAGE (ICS 213 RR)

<b>1. Incident Name:</b>				<b>2. Date/Time</b>		<b>3. Resource Request Number:</b>	
<b>Requestor</b>	<b>4. Order</b> (Use additional forms when requesting different resource sources of supply.):						
	Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time		Cost
					Requested	Estimated	
	<b>5. Requested Delivery/Reporting Location:</b>						
<b>6. Suitable Substitutes and/or Suggested Sources:</b>							
<b>7. Requested by Name/Position:</b>				<b>8. Priority:</b> <input type="checkbox"/> Urgent <input type="checkbox"/> Routine <input type="checkbox"/> Low		<b>9. Section Chief Approval:</b>	
<b>Logistics</b>	<b>10. Logistics Order Number:</b>				<b>11. Supplier Phone/Fax/Email:</b>		
	<b>12. Name of Supplier/POC:</b>						
	<b>13. Notes:</b>						
	<b>14. Approval Signature of Auth Logistics Rep:</b>				<b>15. Date/Time:</b>		
<b>Finance</b>	<b>16. Order placed by (check box):</b> <input type="checkbox"/> SPUL <input type="checkbox"/> PROC						
	<b>17. Reply/Comments from Finance:</b>						
	<b>18. Finance Section Signature:</b>				<b>19. Date/Time:</b>		
ICS 213 RR, Page 1							

## ***Charles County Public Schools Briefing 3-21-2020***

### ***COVID Charles County***

#### **Meals:**

Friday 3-20-20 3,345 meals were distributed (**increase of 610 from 3-19-2020**)

Tuesday through Friday 11,426 meals were distributed to the community

Current plan is to open up 3 additional feeding sites on Tuesday 3-24-2020 (Picco, JC Parks, Mudd)

**NO MEALS DISTRIBUTION ON SAT and SUN.**

#### **Closure:**

CCPS remains closed at least until 3-27-2020.

Dr. Salmon (State Superintendent) indicated yesterday further information would be announced on Monday or Tuesday of next week.

#### **Instruction:**

Letter sent to staff re: working remotely. Still working on several issues

#### **Community Wifi:**

CCPS is actively working to create community hotspots (parking lots) at several schools. More info will follow next week.

## ***Intelligence Briefing 3-21-2020***

### ***COVID Charles County***

**Updated Infection Numbers:** As of 3-21-2020 at 0913

Total worldwide: 284,566

Total fatalities worldwide: 11868

Total in US: 19624

Total fatalities in US: 260

#### **Maryland Numbers:**

Total in State in of MD: 190 as of 1000

Total Fatalities in State of MD: 2

Total in Charles County: 4 **increase of 2 overnight**

#### **Weather:**

Colder over the weekend. Highs in the 50's and lows in the 30's

**Analysis note: Cooler weather will drive people into their residences. The potential for increased calls for police service exists.**

#### **Local:**

Grocery store inventory continues to dwindle: toilet paper, paper towel, meats, some frozen foods, canned food, and bottled water. Several police calls for service at local stores due to disorderly patrons.

**Analysis note: This will likely continue and increase until things stabilize. Law enforcement should be aware of the volatility of people during a crisis. The distribution of facts based messaging and positive stories by the JIC could prove helpful in reducing fear and anxiety. POCs are needed as soon as possible so incident management can remain informed of food and supply shortages.**

Guns and ammunition are hot sellers. One local store sold 14 AR style weapons in 2 days. Line was reported at Fred's Sports prior to their opening on 3-20-2020.

**Analysis note: This is an indication of anxiety and fear in a portion of our community. Responders should be aware and remain vigilant as they come into contact with citizens during calls for service.**

Restaurants are expanding delivery service throughout the county.

#### **Maryland Update:**

MD 2<sup>nd</sup> death reported during the evening of 3-20-2020  
Gov. next news conference likely Monday  
Update on school closing coming early next week  
Testing site set up at FedEx Field  
Covid-19 scams are becoming an increasing problem in the region

**Region:**

DC schools closed until at least April 24<sup>th</sup>  
Additional DC closures  
First responders continuing to test positive in the DMV

**National:**

National quarantine is reported to NOT be an option at this point  
Congress continue discussion about stimulus money and debt assistance  
4 states issue stay at home orders (CT, NY, CA, IL)  
NY infections top 8,000  
PA closes all non-essential businesses  
National Guard deployments are increasing. Open source reporting notes over 450,000 troops have been activated nationwide.

**Local critical infrastructure:**

No outages or disruptions are reported or are appear to be likely as of today.

**Predications/ Analysis:**

- As testing increased the confirmed cases in MD will increase. This will likely cause additional life restrictions. Closing of non-essential businesses is likely the next step. State level curfews are also possible.
- Supply chain issues will continue and likely increase as further life interruptions and travel restrictions are ordered. The possibility of violence increases as stress increases, especially at grocery stores.
- Commanders of responders and essential staff should have robust plans for potential quarantines and updated continuity of operations including plans for diminished manpower. Further, responder organizations should begin reviewing existing integration plans with the National Guard.
- Obtaining medical supplies and PPE will continue to be an issue for the foreseeable future. All services should use the command ordering process so orders can be tracked.
- The community of Charles County is showing increased signs of pulling together and assisting one another. The JIC should continue to encourage civility and increase positive press of good news stories occurring throughout our community.



# ***Charles County Volunteer Firemen's Association, Inc.***

Post Office Box #21, La Plata, Maryland 20646

March 21, 2020

Re: Volunteer Fire/EMS-Morning Brief 3/21/2020

- Departments have been in contact with Fuel Vendors to ensure they remain available to deliver to the stations. Stations that have fuel on site have offered to assist departments that don't if commercial stations close.
- List of Food Establishments has been sent to all departments. PIO out a social media message out yesterday thanking those who continue to support first responders with meals and discounts.
- Special Order for COVID-19 responses has been updated with latest information. Some highlighted changes are; Limiting visitors into Stations, Personnel wellness monitoring, recommended cleaning of stations at least 1 a day and encouraged twice a day and limiting personnel into potential hazard areas to limit their exposure.
- 2 Volunteer EMS responders have been asked to quarantine and are self-monitoring due to an incident they responded to where patients were being tested for COVID-19.
- (2) Resource Request Forms have been submitted for EMS supplies to Logistics.
- No Major Incidents to report

Respectfully Submitted,

Mark A. Kaufmann, Jr  
County Fire Chief  
Charles County Maryland