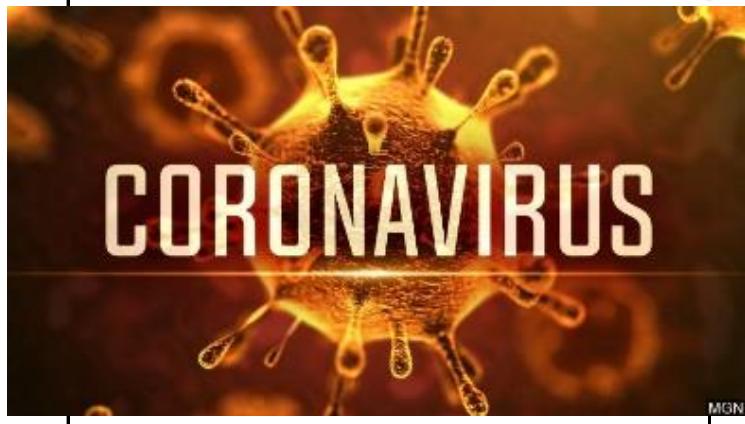


Charles County COVID-19

Incident Action Plan



Operational Period

From
3/23/20
8:00

To
3/25/20
8:00

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name Charles County COVID-19	2. Operational Period	Date From: 3/23/20 Date To: 3/25/20 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)		
<input checked="" type="checkbox"/> ICS 203 <input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 204 <input type="checkbox"/> ICS 208 <input type="checkbox"/> ICS 205 <input type="checkbox"/> Map/Chart <input checked="" type="checkbox"/> ICS 205A <input type="checkbox"/> Weather <input type="checkbox"/> ICS 206 <input type="checkbox"/> Forcast/Tides/Currents	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ICS 214 <hr/> <hr/> <hr/> <hr/>
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 21, 2020 @ 09:45</u>

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name Charles County COVID-19		2. Operational Period Date From: 3/23/20 Time From: 8:00 Date to: 3/25/20 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	Ranston Harvey	
Intell Officer	Jason Stoddard	Deputy	Mary Lilly	
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: <u>Joe Hoffmaster</u>		Position/Title: <u>PSC</u>	Signature	

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name Charles County COVID-19		2. Operational Period Date From: 3/23/20 Date to: 3/25/20 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: <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)

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 FSC	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	DES- Liaison	FilerJ@charlescountymd.gov	301-399-1143	
Finch	Stephen	DES	FinchS@charlescountymd.gov	240-507-3113	
Fuqua	Donna	PIO			
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: _____					
ICS 205A	IAP Page	5	Date/Time: <u>March 21, 2020</u> @ <u>09:50</u>		

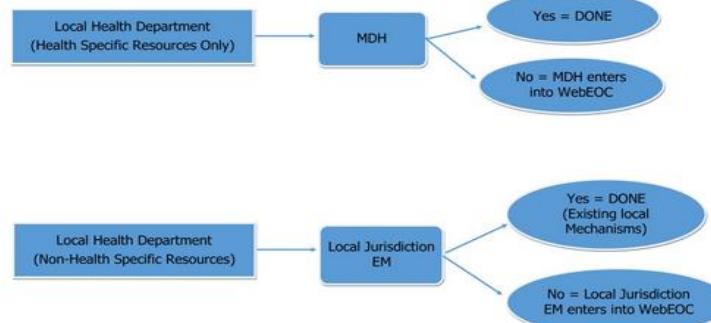
COMMUNICATIONS LIST (ICS 205A)

ACTIVITY LOG (ICS 214)

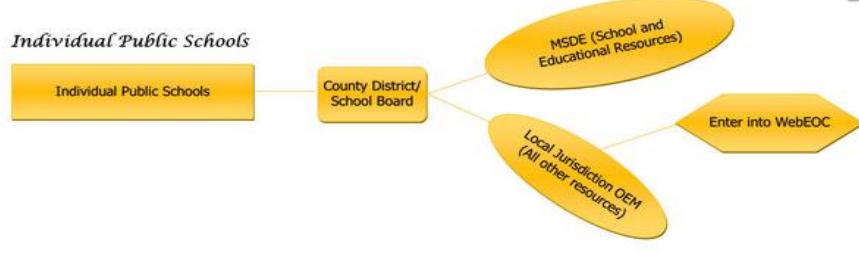
ACTIVITY LOG (ICS 214)

RESOURCE REQUEST PROCESS—COVID-19

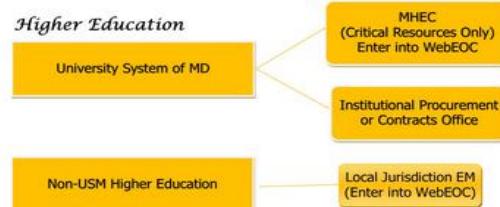
Local Health Department



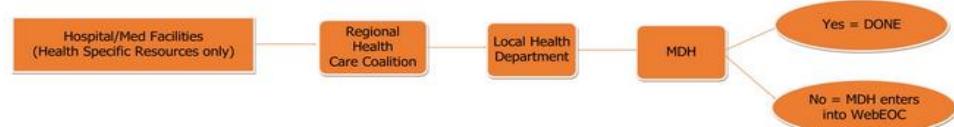
Individual Public Schools



Higher Education



Hospital/Medical Facilities



EM/First Responders



Commercial Ambulance Services



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

IC/UC
Plans

Operational Briefing

IC/UC
Plans
Sit/Stat
Intell
Branches
Safety
Logs
Fin/Admin
PIO
Liaison
IC

RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name:			2. Date/Time		3. Resource Request Number:		
Requestor	4. Order (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	
5. Requested Delivery/Reporting Location:							
6. Suitable Substitutes and/or Suggested Sources:							
7. Requested by Name/Position:			8. Priority: <input type="checkbox"/> Urgent <input type="checkbox"/> Routine <input type="checkbox"/> Low		9. Section Chief Approval:		
Logistics	10. Logistics Order Number:				11. Supplier Phone/Fax/Email:		
	12. Name of Supplier/POC:						
	13. Notes:						
	14. Approval Signature of Auth Logistics Rep:				15. Date/Time:		
Finance	16. Order placed by (check box): <input type="checkbox"/> SPUL <input type="checkbox"/> PROC						
	17. Reply/Comments from Finance:						
	18. Finance Section Signature:				19. Date/Time:		

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 2nd 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 24th
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