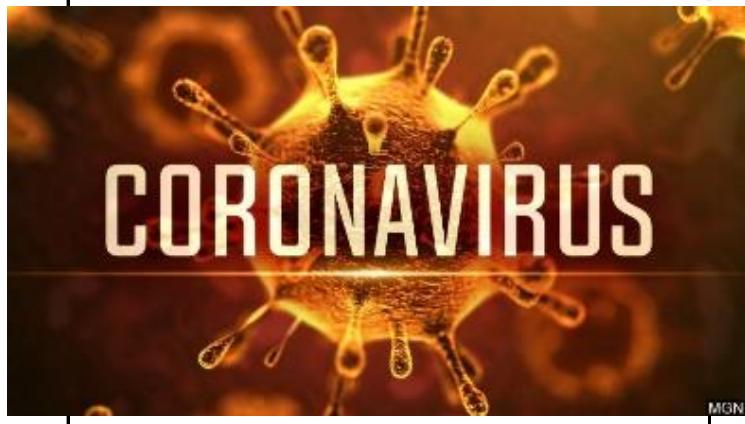


# Charles County COVID-19

## Incident Action Plan



### Operational Period

From

3/23/20

8:00

To

3/25/20

8:00

## INCIDENT OBJECTIVES (ICS 202)

<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. Objectives</b> <p>Ensure the safety and overall health and well-being, including mental health of the residents, county employees, and responders, throughout this incident.</p> <p>Conduct surveillance of COVID-19 cases in collaboration with the health department, hospital, physicians, and other health care providers.</p> <p>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.</p> <p>Prepare for and handle the human reaction crisis contingencies in long terms.</p> <p>Prepare for long term order maintenance.</p> <p>Prepare for and sustain our communities hierarchy of needs throughout this incident.</p> <p>Determine trigger points for Continuity of Operations for all agencies, including government, public safety, schools, hospital, and other critical infrastructure systems.</p>																	
<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> <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;">ICS 214</td> </tr> <tr> <td><input type="checkbox"/> ICS 204</td> <td><input type="checkbox"/> ICS 208</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> ICS 205</td> <td><input type="checkbox"/> Map/Chart</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/> ICS 205A</td> <td><input type="checkbox"/> Weather</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> ICS 206</td> <td><input type="checkbox"/> Forcast/Tides/Currents</td> <td><input type="checkbox"/></td> </tr> </table>			<input checked="" type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	ICS 214	<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"/> Forcast/Tides/Currents	<input type="checkbox"/>
<input checked="" type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	ICS 214															
<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"/> Forcast/Tides/Currents	<input type="checkbox"/>															
<b>7. Prepared by:</b> Name: <u>Joe Hoffmaster</u> Position>Title: <u>PSC</u> Signature: _____																	
<b>8. Approved by Incident Commander:</b> 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)

<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 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	<b>Name</b>	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				
Technical Specialists	(name / specialty)	<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>				
Chief	Nick Ellis			
Deputy	Lori Cherry	<b>e.</b>		
<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: <u>Joe Hoffmaster</u></b>		Position/Title: <u>PSC</u> Signature _____		
ICS 203	IAP Page <u>3</u>	Date/Time: <u>March 21, 2020 @ 09:45</u>		

## 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 Office	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> (name / specialty)		<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		<b>10. Finance Section</b>		
Ground Support Unit		Chief	Jen Adams	
<b>Service Branch</b>		Deputy	need to fill	
Service Branch Dir.		Time Unit		
Communications Unit		Procurement Unit		
Medical Unit		Comp/Claims Unit		
Security Unit		Cost Unit		
Food 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)

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
<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	bakerce@ccso.us	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	Brownd@charlescountymd.gov	301-885-1346	
Cress	Lauri	Charles Regional Medical Center	<a href="mailto:lauri.cress@umm.edu">lauri.cress@umm.edu</a>		
Ellis	Nick	DES- Logistics	<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@charescountymd.gov">seamank@charescountymd.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: <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>		

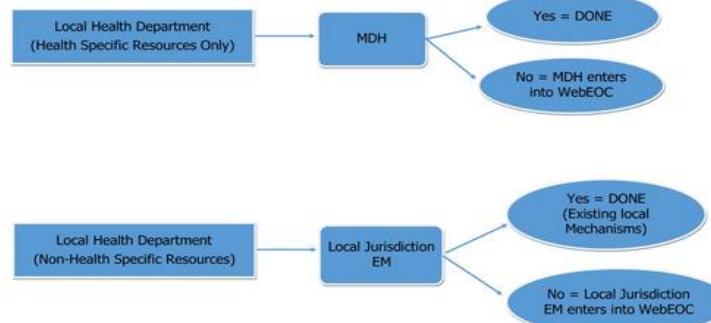
## COMMUNICATIONS LIST (ICS 205A)

# ACTIVITY LOG (ICS 214)

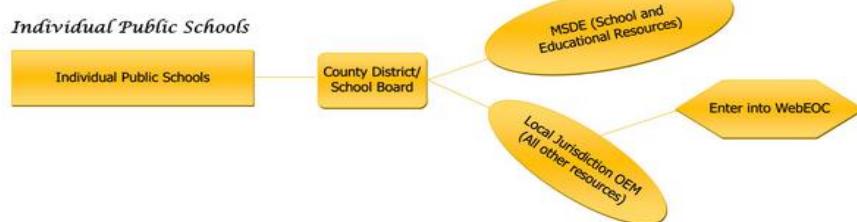
## ACTIVITY LOG (ICS 214)

## RESOURCE REQUEST PROCESS—COVID-19

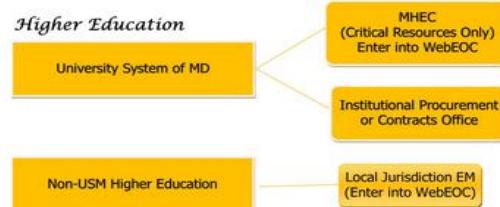
### *Local Health Department*



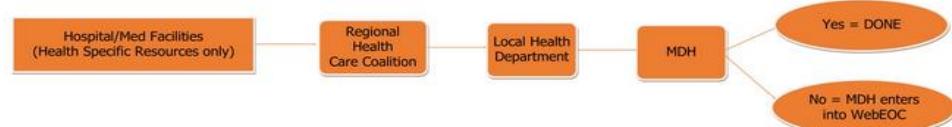
### *Individual Public Schools*



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

### 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

## ***Charles County Department of Health***

**Suzan Lowry, MD MSHI FAAP**  
**Health Officer**

- Latest case counts – 244 total cases (54 new);
- Of 54 new cases – new case in Washington County
  - 1. Age distribution:
    - a. 0 under 18 years
    - b. 51 in 18-64 age range
    - c. 3 in 65+ age range
  - 2. Geographic distribution
    - a. 2 National Capital;
    - b. 27 Baltimore Metro area;
    - c. 4 Eastern Shore
    - d. 2 Southern
    - e. 1 Western
- Of 244 cases, 47% female; 53% male.
- Only 41 cases in 65+
- 26 hospitalizations; 3 deaths.

## ***Intelligence Briefing 3-22-2020***

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

#### **Updated Infection Numbers:** As of 1013

Total worldwide: 311,989 **+27,423 since the 3-21-20 brief**

Total fatalities worldwide: 13,047 **+1,179 since the 3-21-20 brief**

Total in US: 26,747 **+7123 since the 3-21-20 brief**

Total fatalities in US: 340 **+80 since the 3-21-20 brief**

#### **Maryland Numbers:** As of 1000

Total in State in of MD: 244 **+54 since the 3-21-20 brief**

Total Fatalities in State of MD: 3 **+1 since the 3-21-20 brief**

Total in Charles County: 5 **+1 since the 3-21-20 brief**

#### **Weather:**

Cool on Sunday, Rain on Monday. 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.

**Analyst 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.

**Analyst 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:**

Mont. County reports a death from COVID-19.

Mont. County police officer tests positive.

Over 2000 National Guard troops have been activated.

**Region:**

National Park Service continues to request people to stay away from the Cherry Blossoms. Grocery stores remain open, requesting people purchase less.

More local first responders are testing positive for the virus. This is causing quarantine and community exposure issues.

**National:**

NJ joins 4 other states and issues a stay at home order.

Unemployment and unemployment insurance becoming a national concern

Congress continues to work on stimulus packages

**Local critical infrastructure:**

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

**Predictions/ Analysis:**

- As we enter the 2<sup>nd</sup> week of social distancing stress, anxiety, and fear will likely increase. Continuous reminders of patience and focusing on kindness will become increasingly important.
- Many stores restock overnight. Seniors and the vulnerable populations should be strongly encouraged to shop during the early morning hours when supplies are likely to be at their highest.
- 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.

Respectfully submitted by Jason Stoddard

***Charles County Public Schools Briefing 3-22-2020***  
***COVID Charles County***

**Meals:**

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

Meals distribution will start tomorrow at 1100 at the 8 existing sites

**Closure:**

Nothing new to report

**Instruction:**

Nothing new to report

**Community Wifi:**

Nothing new to report

Respectfully submitted by Jason Stoddard



# Charles County Volunteer Firemen's Association, Inc.

Post Office Box #21, La Plata, Maryland 20646

March 22, 2020

Re: Volunteer Fire/EMS-Morning Brief 3/22/2020

- Working with PIO's to help get the word out about restricting visits and donations to Fire/EMS Stations. We have also been made aware that Community members were conversing on Facebook about making cloth style mask for the Hospital and First Responders.
- No Injuries or new exposures to report.
- No Major Incidents to report

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Mark A. Kaufmann, Jr." followed by "County Fire Chief" and "Charles County Maryland".

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

## 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:		