

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)

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 checked="" type="checkbox"/>	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"/> 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 21, 2020 @ 09:45</u>			

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name		2. Operational Period	
Charles County COVID-19		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 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	
		Propane	
6. Logistics Section		e.	
Chief	Nick Ellis		
Deputy	Lori Cherry		
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 21, 2020 @ 09:45	

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 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 21, 2020 @ 09:45</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 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- Logisitics	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	Milily@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 21, 2020 @ 09:50 _____			

COMMUNICATIONS LIST (ICS 205A)

[illegible]

ACTIVITY LOG (ICS 214)

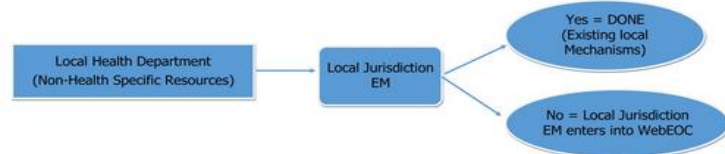
1. Incident Name Charles County COVID-19		2. Operational Period		Date From	3/23/2020	Date To:	3/25/2020
				Time From:	8:00	Time To:	8:00
3. Name:		4. ICS Position			5. Home Agency (and Unit):		
6. Resources Assigned							
Name		ICS Position			Home Agency (and Unit)		
7. Activity Log							
Date/Time		Notable Activities					
8. Prepared by: Name: _____ Position/Title: _____ Signature: _____							
ICS 214, Page 1		Date/Time: _____					

ACTIVITY LOG (ICS 214)

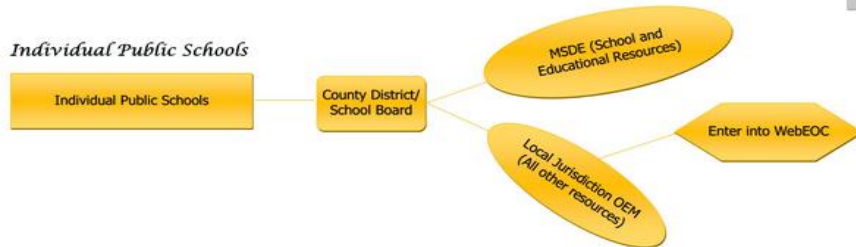
[illegible]

RESOURCE REQUEST PROCESS—COVID-19

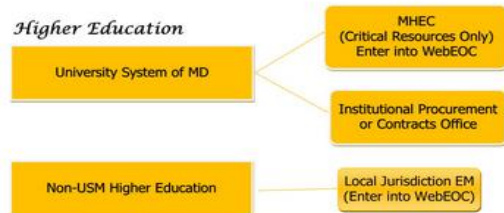
Local Health Department



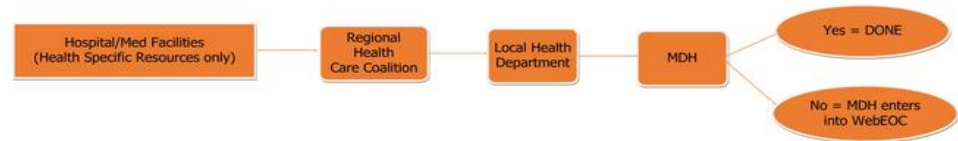
Individual Public Schools



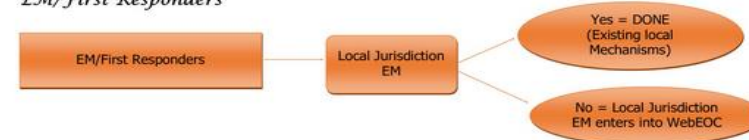
Higher Education



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

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 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 2nd 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,

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:		
ICS 213 RR, Page 1							