

# Charles County COVID-19

## Incident Action Plan



### Operational Period

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

Pencil Changes in Yellow



## 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	John Filer	<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	
		Liaison Officer	Raena Barnes
<b>Agency</b>	<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
Public Schools	Mike Meiser 301-751-8798	Rehab Centers	need to fill
		Assisted Living	need to fill
		<b>b. Branch II</b>	<b>Public Safety</b>
		Branch Director	Mark Kaufmann Jr.
		Deputy	Scott Herbert      D J Mills
		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>		Natural Gas	
Chief	Nick Ellis		
Deputy	Lori Cherry		
<b>Support Branch</b>			
Donations	Ed Tucker		
Supply Unit			
Facilities Unit			
Ground Support Unit		<b>10. Finance Section</b>	
		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      Position/Title: PSC      Signature</b>			
ICS 203	IAP Page 3	Date/Time: March 24, 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	John Filer	<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	Ryan
Lifestyles	Sandy Washington		
CC Public Schools	Michael Meiser		
		<b>b. Branch VI</b>	<b>Business</b>
		Branch Director	Darre'll Brown
		Deputy	Marcia Keeth
		Economic Development	Darre'll Brown
		Chamber of Commerce	Bonnie Grady
<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 (name / specialty)</b>		<b>d. Branch VIII</b>	
		Branch Director	
		Deputy	
<b>6. Logistics Section</b>		<b>e. Branch IX</b>	
Chief	Nick Ellis		
Deputy	Lori Cherry		
<b>Support Branch</b>			
Donations	Ed Tucker		
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: Name: Joe Hoffmaster</b>		Position/Title: PSC Signature	
ICS 203	IAP Page 4	Date/Time: March 24, 2020 @ 09:45	

## COMMUNICATIONS LIST (ICS 205A)

<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> 3/25/2020
				<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	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	Business Director Econ Dev	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- 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	FinchS@charlescountymd.gov	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	PS Branch Dir. Vol 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:Milily@maryland.gov">Milily@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	proctord@charlescountymd.gov		
Quade	Thomas	MSP	<a href="mailto:Thomas.Quade@maryland.gov">Thomas.Quade@maryland.gov</a>	301-536-1742	
Rose	Tony	DES Deputy Director, Unified	RoseT@charlescountymd.gov	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	schmidtlo@ccso.us	240-419-1612	
Seaman	Kevin	CCEMS	<a href="mailto:seamank@chalrescountymd.gov">seamank@chalrescountymd.gov</a>	240-776-2606	
Smith	Bill	CCVFA/CCAEMS	Smithb@ccvfireems.org	301-934-3581	
Spalding	Andrew	Volunteer EMS Chief	chiefems@ccvfireems.org	301-751-6154	
<b>6. Prepared by:</b> Name: _____ Joe Hoffmaster _____ Title: _____ PSC _____ Signature _____					
ICS 205A	IAP Page <u>5</u>	Date/Time: <u>March 24, 2020</u> @ <u>09:50</u>			



# SAFETY MESSAGE/PLAN (ICS 208)

<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

**3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:**

1. Total identified PUI's transported to date: 21
2. PPE stockpiles remain stable with an estimated supply range of 10 days based on current call volumes.
3. Revision to EMSOP Special Order 2020-01 Version 2.3 has been completed and awaits final signature.
4. As this is a rapidly changing landscape, leaders should review any changes with their personnel each morning
5. With the implementation of the most recent update of special Order 2020-01 V2.3, personnel should perform wellness checks twice a day as prescribed in the SO.
6. Personnel who report having a fever, sore throat, cough or other respiratory related symptoms should stay at home and self-isolate until they are symptom free for a period of 72 hours.
7. Personnel who have recently travelled to a suspected COVID-19 country or have taken a cruise which ported at a COVID-19 infected region should not report to work. Those personnel are being asked to self-isolate at home for a period of 14 days.
8. Personnel with beards should be aware of the OSHA requirements for proper N95 mask fitting.

**4. Site Safety Plan Required?**       Yes     No

**Approved Site Safety Plan(s) Located At:**

**5. Prepared by:** Name: John Filer Title: Safety Officer Signature: \_\_\_\_\_

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Date/Time: March 25, 2020 @ 10:00



