

# Charles County COVID-19

## Incident Action Plan



Operational Period  
From 3/28/20 8:00 To 3/30/20 8:00 -

Changes in Yellow

# INCIDENT OBJECTIVES (ICS 202)

<b>1. Incident Name</b>  Charles County      COVID-19	<b>2. Operational Period</b>	<b>Date From:</b> 3/28/20	<b>Date To</b> 3/30/20	<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.				
Ensure all practical steps to "Slow the Spread" of transmission of COVID-19.				
<b>4. Operational Period Command Emphasis</b>  Personnel with facial hair should be aware of the NIOSH requirements for properly fitting filtering facepiece respirators in relation to their specific facial hairstyles. A CDC infographic was disseminated to staff with compliance guidance. Those with facial hair not in compliance drastically increase their risk of exposure even when using an N95 mask.				
<b>General Situational Awareness</b>  Meeting Rules- Please silence all radios, telephones and private conversations. Please keep information to a brief. Tactical information should take place at tactical meetings. Emails- Emails addressed to DESPlanning should have formatted subjects- ex. VolFire- Morning Brief 3/23/2020. All briefs should consist of fact and limited opinion.				
<b>5. Site Safety Plan Required?</b> <input type="checkbox"/> Yes <input checked="" 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"/> ICS 208	<input checked="" type="checkbox"/>	<b>ICS 214</b>	
<input type="checkbox"/> ICS 204 <input type="checkbox"/> Map/Chart	<input type="checkbox"/> Weather	<input type="checkbox"/>		
<input checked="" type="checkbox"/> ICS 205A <input type="checkbox"/> Forecast/Tides/Currents	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> ICS 206		<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>	ate/Time: <u>March 29, 2020 @12:45</u>		

## ORGANIZATION ASSIGNMENT LIST (ICS 203)

<b>1. Incident Name</b>		<b>2. Operational Period</b>	
Charles County      COVID-19		Date From:      3/28/20      Date to:      3/30/20 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 Officer	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      Robbie Jones
<b>Agency</b>	<b>Name</b>	Hospital	Bill Grimes      John Filer
Intell officer Deputy	Mike Meiser	Nursing Homes	need to fill
Lifestyles	Sandy Washington	Health Care Providers	need to fill
Public Schools	Mike Meiser	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	Branch Director	Chris Schmidt
Deputy	Bill Smith	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
		Grocery	
		ate/Time: _____ March 29, 2020 @ 12:45 _____	
<b>6. Logistics Section</b>		Propane	
Chief	Nick Ellis	Natural Gas	
Deputy	Lori Cherry		
<b>Support Branch</b>			
Donations	Ed Tucker		
Supply Unit			
Facilities Unit	Nick Ellis	<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      Position/Title: _____ PSC      Signature _____</b>			
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## ORGANIZATION ASSIGNMENT LIST (ICS 203)

<b>1. Incident Name</b>		<b>2. Operational Period</b>	
Charles County COVID-19		Date From: 3/28/20	Date to: 3/30/20
		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 Officer	Jennifer Harris Donna Fuqua		need to fill
Intell Officer	Jason Stoddard		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	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	Branch Director	
Deputy	Bill Smith	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>		ate/Time: _____ March 29, 2020 @12:45 _____	
Chief	Nick Ellis		
Deputy	Lori Cherry	<b>e. Branch IX</b>	
<b>Support Branch</b>			
Donations	Ed Tucker		
Supply Unit			
Facilities Unit	Nick Ellis	<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: Name: _____ Joe Hoffmaster _____</b>		Position/Title: __PSC____ Signature _____	
ICS 203	IAP Page 4	Date/Time: March 28, 2020 @ 13:45	

## COMMUNICATIONS LIST (ICS 205A)

<b>1. Incident Name</b> Charles County COVID-19		<b>2. Operational Period:</b>		<b>Date From:</b> 3/28/20	<b>Date to:</b> 3/30/2020
				<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	<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	Business Director Econ Dev	<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	<a href="mailto:Fuquad@CharlesCountyMD.gov">Fuquad@CharlesCountyMD.gov</a>	301-752-1497	
Harris	Jennifer	PIO	<a href="mailto:HarrisJ@CharlesCountyMD.gov">HarrisJ@CharlesCountyMD.gov</a>	240-435-0169	
Hoffmaster	Joe	Planning Section	<a href="mailto:DESPlanning@charlescountymd.gov">DESPlanning@charlescountymd.gov</a> <a href="mailto:HoffmasJ@CharlesCountyMD.gov">HoffmasJ@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:Mary.Lilly@maryland.gov">Mary.Lilly@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 _____					
ICS 205A	IAP Page 5	Date/Time: March 29, 2020 @ 12:45			

## COMMUNICATIONS LIST (ICS 205A)

[illegible]

<b>1. Incident Name</b>	<b>2. Operational Period</b>	<b>Date From:</b>	<b>3/28/20</b>	<b>Date To:</b>	<b>3/30/20</b>
<b>Charles County COVID-19</b>		<b>Time From:</b>	<b>8:00</b>	<b>Time To:</b>	<b>8:00</b>

**Date/Time:** March 28, 2020 @ 13:45

## ACTIVITY LOG (ICS 214)

<b>1. Incident Name</b> Charles County COVID-19		<b>2. Operational Period</b>		Date From	3/28/2020	Date To:	3/30/2020
				Time From:	8:00	Time To:	8:00
<b>3. Name:</b>		<b>4. ICS Position</b>		<b>5. Home Agency (and Unit):</b>			
<b>6. Resources Assigned</b>							
Name		ICS Position		Home Agency (and Unit)			
<b>7. Activity Log</b>							
Date/Time		Notable Activities					
<b>8. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____							
ICS 214, Page 1		Date/Time: _____					



## ACTIVITY LOG (ICS 214)

[illegible]

# **Law Enforcement Branch Briefing COVID-19**

## **Charles County IMT March 29th, 2020**

### **Buildings:**

Charles County Sheriff's Office: Building open to public  
Maryland State Police: Restricted to public  
Maryland Transportation Authority: Restricted to public  
La Plata Police Department: Closed to the public  
Natural Resources Police: Building Closed

### **Operations:**

Charles County Sheriff's Office: Operations as normal  
Maryland State Police: Operations as normal  
Maryland Transportation Authority: Operations as normal  
La Plata Police Department: Operations as normal  
Natural Resources Police: Operations as normal

### **PUI:**

Charles County Sheriff's Office: 4 officers quarantined – 1 officer tested; 11 Recruits quarantined – none from CCSO tested but one from St. Mary's has been.  
Maryland State Police: None local  
Maryland Transportation Authority: None local  
La Plata Police Department: None local  
Natural Resources Police: None local

### **Crime Stats:**

Commercial Burglaries Up for all agencies; otherwise all other crime numbers are down

### **TRU:**

Charles County Sheriff's Office: Open and working  
Maryland State Police: Open and working  
Maryland Transportation Authority: Open and working  
La Plata Police Department: Open and working  
Natural Resources Police: Open and working

### **Call Restrictions:**

Charles County Sheriff's Office: None  
Maryland State Police: None  
Maryland Transportation Authority: None  
La Plata Police Department: None  
Natural Resources Police: None

Governor's Order Violations Calls for service: 6 Warnings: 5 Charges later: 0 On-scene arrest: 1

Charles County Public Schools Briefing 3-29-2020  
COVID Charles County

**48-hour Priorities:**

- Establishing instructional continuity
- Expanding and maintaining food service
- Situational bulletin re: online learning

**Meals:**

NO MEAL DISTRIBUTION SAT and SUN

**Closure:**

School closure through at least 4-24-20.

List of canceled events:

- Charles County Public Schools (CCPS) has canceled several events due to the school closure through April 24. The following is a list of canceled events during the closure. Announcements of any make-up activities or rescheduled events, as well as any newly canceled events, will be made as determined.
  - March 26-28, Henry E. Lackey High School spring production;
  - March 27-29, St. Charles High School spring production;
  - March 28, Westlake Prom (tentative April 25 reschedule date);
  - March 28, CCPS Special Education Parent Conference at St. Charles;
  - March 28, Destination Imagination (DI) state competition at the University of Maryland, Baltimore County;
  - March 30-April 9, Mock HSA exams March 31-April 8, all All-County Band, Chorus, Orchestra rehearsals and concerts;
  - April 2-4, Westlake spring production;
  - April 2-4, Thomas Stone High School spring production;
  - April 3, Equity and Diversity Committee meeting;
  - April 4, McDonough prom;
  - April 4, LEGO Robotics event at the College of Southern Maryland (CSM);
  - April 4, ACT exam (rescheduled to June 13)
  - April 4, Elementary Math Challenge.
  - CCPS posts the most up-to-date information on its website, ccboe.com. Visit [https:// www.ccboe.com/index.php/coronavirus-information](https://www.ccboe.com/index.php/coronavirus-information) for the latest information.

**Instruction:**

Instructional staff will begin to work tomorrow, 3/30/20, via telework and begin the preparations for distance learning as they close out Marking Period 3 grades.

Online registration for prekindergarten and kindergarten opens March 30. For more information and requirements about prekindergarten, go to [www.ccboe.com/index.php/prekindergarten](http://www.ccboe.com/index.php/prekindergarten) . For kindergarten information, go to [www.ccboe.com/index.php/kindergarten-registration](http://www.ccboe.com/index.php/kindergarten-registration) . Distribution of computers for teachers and students in need of technology are being looked into as a way to help support our distant learning.

**Community Wifi:**

No new news to report

**Misc:**

No new news to report.

Respectfully submitted by Jason Stoddard and Michael Meiser



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

Post Office Box #21, La Plata, Maryland 20646

March 29<sup>TH</sup>, 2020

Re: Volunteer Fire/EMS-Morning Brief 3/29/2020

- Working with Nursing Facilities about changing Transfer of Care of patients. – Update: Received feedback from 1 facility to discuss further.
- An online Webinar will be completed by the end of the weekend for responders to view the Viral Syndrome Triage Protocol. – Update: Completed last night. Dates will be announced today for those would like to review online and hold a Q&A session. Chief Spalding wanted to do something outside of the normal sending an email out. Will be available to Volunteer and Career.
- Call volume remains below average.
- We are receiving positive feedback about Safety Messages.
- No Injuries or new exposures to report.
- No Major Incidents to report

Respectfully Submitted,

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