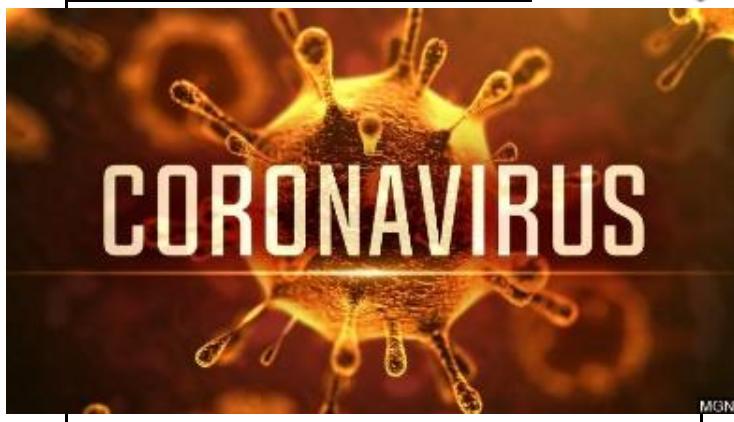


Charles County COVID-19

Incident Action Plan



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

Changes in Yellow

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name Charles County COVID-19	2. Operational Period	Date From: 3/28/20 Date To: 3/30/20 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.		
Ensure all practical steps to "Slow the Spread" of transmission of COVID-19.		
4. Operational Period Command Emphasis		
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.		
General Situational Awareness		
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 formated subjects- ex. VolFire- Morning Brief 3/23/2020. All briefs should consist of fact and limited opinion.		
5. Site Safety Plan Required? <input type="checkbox"/> Yes <input checked="" 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 checked="" 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 29, 2020 @12:45</u>

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name Charles County COVID-19		2. Operational Period Date From: 3/28/20 Date to: 3/30/20 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	John Filer	a. Branch I	Public Health	
Public Information Office	Jennifer Harris	Branch Director	Ranston Harvey	
Intell Officer	Jason Stoddard	Deputy	Mary Lilly	
4. Agency Representative		DSS		
		Liaison Officer	Raena Barnes	Robbie Jones
Agency	Name	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. Branch II	Public Safety	
		Branch Director	Mark Kaufmann Jr.	
		Deputy	Scott Herbert	D J Mills
		Vol Fire	Mark Kaufmann Jr.	
		Vol EMS	Andrew Spalding	
		Logistics	Scott Herbert	
5. Planning Section		c. Branch III	Law Enforcement	
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				
Technical Specialists	(name / specialty)	d. Branch IV	Infrastructure	
		Branch Director		
		Deputy		
		SMECO	Jennifer Raley	
		Grocery		
		ate/Time:	March 29, 2020 @12:45	
6. Logistics Section		Propane		
Chief	Nick Ellis	Natural Gas		
Deputy	Lori Cherry			
Support Branch				
Donations	Ed Tucker			
Supply Unit				
Facilities Unit	Nick Ellis	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 _____	
ICS 203	IAP Page <u>3</u>	Date/Time: <u>March 29, 2020 @ 12:45</u>		

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name Charles County COVID-19		2. Operational Period Date From: 3/28/20 Date to: 3/30/20 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	John Filer	a. Branch V	Governance	
Public Information Office	Jennifer Harris	Donna Fuqua	need to fill	
Intell Officer	Jason Stoddard		need to fill	
4. Agency Representative		Charles County Govern.	Michele Lilly	
Agency	Name	Town of LaPlata	Chris Becker	
Intell officer Deputy	Mike Meiser	Town of Indian Head	Ryan	
Lifestyles	Sandy Washington			
CC Public Schools	Michael Meiser			
		b. Branch VI	Business	
		Branch Director	Darre'll Brown	
		Deputy	Marcia Keeth	
		Economic Development	Darre'll Brown	
		Chamber of Commerce	Bonnie Grady	
5. Planning Section		c. Branch VII		
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				
Technical Specialists	(name / specialty)	d. Branch VIII		
		Branch Director		
		Deputy		
6. Logistics Section		ate/Time: March 29, 2020 @ 12:45		
Chief	Nick Ellis			
Deputy	Lori Cherry	e. Branch IX		
Support Branch				
Donations	Ed Tucker			
Supply Unit				
Facilities Unit	Nick Ellis	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: Joe Hoffmaster		Position/Title: PSC	Signature _____	
ICS 203	IAP Page 4	Date/Time:	March 28, 2020 @ 13:45	

COMMUNICATIONS LIST (ICS 205A)

1. Incident Name Charles County	2. Operational Period: COVID-19	Date From: Time From:	3/28/20 8:00	Date to: Time to:	3/30/2020 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	Business Director Econ Dev	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	Fuquad@CharlesCountyMD.gov	301-752-1497	
Harris	Jennifer	PIO	HarrisJ@CharlesCountyMD.gov	240-435-0169	
Hoffmaster	Joe	Planning Section	DESPlanning@charlescountymd.gov HoffmasJ@CharlesCountyMD.gov	301-399-2600	
Kaufmann	Mark Jr	PS Branch Dir. Vol 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	Mary.Lilly@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@charlescountymd.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:	March 29, 2020	@ 12:45

COMMUNICATIONS LIST (ICS 205A)

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name Charles County COVID-19	2. Operational Period	Date From: 3/28/20	Date To: 3/30/20
		Time From: 8:00	Time To: 8:00
3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:			
<p>1. Total identified PUI's transported to date: 52</p> <p>2. PPE stockpiles remain stable with an estimated supply range of 9 days based on current call volumes.</p> <p>3. Revision to EMSOP Special Order 2020-01 Version 3.0 has been completed and awaits final signature.</p> <p>4. As this is a rapidly changing landscape, leaders should review any changes with their personnel each morning</p> <p>5. With the implementation of the most recent update of special Order 2020-01 V 3.0, personnel should perform wellness checks twice a day as prescribed in the SO.</p> <p>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.</p> <p>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.</p> <p>8. 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.</p> <p>9. Review the Reponder Psychological First AID hints and take action.</p>			
<p>4. Site Safety Plan Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Approved Site Safety Plan(s) Located At:</p>			
5. Prepared by: Name: <u>John Filer</u> Title: <u>Safety Officer</u> Signature: _____			
ICS 208	IAP Page _____	Date/Time: <u>March 28, 2020</u> @ <u>13:45</u>	

ACTIVITY LOG (ICS 214)

ACTIVITY LOG (ICS 214)

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> 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 . For kindergarten information, go to 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



Serving Charles County

Charles County Volunteer Firemen's Association, Inc.

Post Office Box #21, La Plata, Maryland 20646

March 29TH, 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