



# Charles County COVID-19



## Incident Action Plan



5/30/20

6/1/20



# INCIDENT OBJECTIVES (ICS 202)

<b>1. Incident Name</b> Charles County COVID-19	<b>2. Operational Period</b>	Date From: 5/30/20 Date To: 6/1/20 Time From: 8:00 Time To: 8:00			
<b>3. Objectives</b>					
<p>A. Maximize the safety and overall health and well-being, including mental health of the residents, county employees, and responders, throughout this incident. Minimize the effects resulting from this incident on all personnel.</p> <p>B. Conduct surveillance of COVID-19 cases in collaboration with the health department, hospital, physicians, and other health care providers.</p> <p>C. 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>D. Prepare for and handle the human reaction crisis contingencies in long terms.</p> <p>E. Prepare for long term order maintenance.</p> <p>F. Prepare for and sustain our communities' hierarchy of needs throughout this incident.</p> <p>G. Ensure all practical steps to "Slow the Spread" of transmission of COVID-19.</p> <p>H. Determine trigger points for Continuity of Operations for all agencies, including government, public safety, schools, hospital, and other critical infrastructure systems.</p> <p>I. Prepare for the New Normal.</p>					
<b>4. Operational Period Command Emphasis</b>					
<p><b>After Action Analysis- Send in your 5 Ups and 5 Downs to DESPlanning@CharlesCountyMD.gov</b></p>					
<p><b>General Situational Awareness</b></p> <p>"Feeling Sick! Stay home and keep your coworkers safe."</p>					
<p><b>5. Site Safety Plan Required?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><b>Approved Site Safety Plan(s) Located at:</b></p>					
<p><b>6. Attachments (check if attached)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"> <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         </td> <td style="width: 33%; padding: 5px; text-align: center;"> <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </td> <td style="width: 33%; padding: 5px; text-align: center;"> <hr/><hr/><hr/><hr/><hr/> </td> </tr> </table> <p style="text-align: right; margin-top: -10px;"><b>ICS 214</b></p>			<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"/>	<hr/> <hr/> <hr/> <hr/> <hr/>
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<p><b>7. Prepared by: Name:</b> <u>Joe Hoffmaster</u> <b>Position/Title:</b> <u>PSC</u> <b>Signature:</b> _____</p>					
<p><b>8. Approved by Incident Commander: Name:</b> <u>Michelle Lilly</u> <b>Signature:</b> _____</p>					
ICS 202	IAP Page <u>2</u>	Date/Time: _____ <b>May 30, 2020 @16:00</b>			

## ORGANIZATION ASSIGNMENT LIST (ICS 203)

<b>1. Incident Name</b> Charles County COVID-19		<b>2. Operational Period</b> Date From: 5/30/20 Date to: 6/1/20 Time From: 8:00 Time to: 8:00		
<b>3. Incident Commander and Staff</b>		<b>7. Operations Section</b>		
UC	Dr. Howard Haft	Chief		
UC	Michelle Lilly	Deputy		
Deputy	Melanie Gardiner			
Deputy	Tony Rose			
Safety Officer	John Filer	<b>a. Branch I</b>	Public Health	
Public Information Office	Jennifer Harris	Branch Director	Ranston Harvey	
Intell Officer	Donna Fuqua			
	Linda Warner	Deputy	Mary Lilly	
<b>4. Agency Representative</b>		DSS		
		Liaison Officer	Tom Brown	Robbie Jones
<b>Agency</b>	<b>Name</b>	Hospital	Bill Grimes	John Filer
Intell officer Deputy	Mike Meiser	Nursing Homes	Tiffany Brown	
Lifestyles	Sandy Washington	Health Care Providers	Melanie Gardiner	
Public Schools	Mike Meiser	Rehab Centers	Eddie Kratzer	
		Assisted Living	Rosalinda Horton	
		Funeral Services	Cataria Patterson	
		<b>b. Branch II</b>	Public Safety	
		Branch Director	Mark Kaufmann Jr.	
		Deputy	Scott Herbert	D J Mills
		DES EMS	Steve Finch	
		Vol EMS	Andrew Spalding	Mitchell Lewis
		Vol Fire	Scott Herbert	
		Logistics		
<b>5. Planning Section</b>		<b>c. Branch III</b>	Law Enforcement	
Chief	Joe Hoffmaster	Branch Director, CCSO	Chris Schmidt	
Deputy	Bill Smith	Deputy, CCSO	Cari Baker	
Resource Unit		La Plata Police	Chris Becker	
Situation Unit	Jen Adams	MD State Police	Thomas Quade	
Documentation Unit	Bill Smith	DNR	Catherine Meddelin	
Demobilization Unit		MdTA	Brian Lawrence	
Human Resources				
<b>Technical Specialists</b>	<b>(name / specialty)</b>	<b>d. Branch IV</b>	Infrastructure	
		Branch Director		
		Deputy		
		SMECO	Jennifer Raley	
		Grocery		
<b>6. Logistics Section</b>		Propane		
Chief	Nick Ellis	Natural Gas		
Deputy				
<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	Jeffrey Clements	Procurement Unit		
Medical Unit		Comp/Claims Unit		
Security Unit		Cost Unit		
Food Unit				
<b>9. Prepared by: Name:</b> <u>Joe Hoffmaster</u>		<b>Position&gt;Title:</b> <u>PSC</u>	<b>Signature</b> _____	
ICS 203	IAP Page 3	Date/Time:	May 30, 2020 @ 16:00	

## ORGANIZATION ASSIGNMENT LIST (ICS 203)

<b>1. Incident Name</b> Charles County COVID-19		<b>2. Operational Period</b> Date From: 5/30/20 Date to: 6/1/20 Time From: 8:00 Time to: 8:00	
<b>3. Incident Commander and Staff</b>		<b>7. Operations Section</b>	
UC	Dr. Howard Haft	Chief	
UC	Michelle Lilly	Deputy	
Deputy	Melanie Gardiner		
Deputy	Tony Rose		
Safety Officer	John Filer	<b>a. Branch V</b>	<b>Governance</b>
Public Information Office	Jennifer Harris	Donna Fuqua	Linda Warner
Intell Officer	Jason Stoddard		
<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 Hicks
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. Group</b>	<b>Peer Support</b>
Chief	Joe Hoffmaster	Group Supervisor	Courtney Shannon
Deputy	Bill Smith	Deputy	Pam Gantt
Resource Unit			Debbie Gianinni
Situation Unit	Jen Adams		
Documentation Unit	Bill Smith		
Demobilization Unit			
Human Resources			
<b>Technical Specialists</b>	<b>(name / specialty)</b>	<b>d. Branch VIII</b>	
		Branch Director	
		Deputy	
<b>6. Logistics Section</b>			
Chief	Nick Ellis		
Deputy		<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	
Service Branch Dir.		Time Unit	
Communications Unit	Jeffrey Clements	Procurement Unit	
Medical Unit		Comp/Claims Unit	
Security Unit		Cost Unit	
Food Unit			
<b>9. Prepared by:</b> Name: Joe Hoffmaster		Position/Title: PSC	Signature_____
ICS 203	IAP Page 4	Date/Time: _____	May 30, 2020 @16:00

## COMMUNICATIONS LIST (ICS 205A)

1. Incident Name Charles County	2. Operational Period: COVID-19	Date From: Time From:	5/30/20 8:00	Date to: Time to:	6/1/2020 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>		
Baker	Cari	CCSO	bakerce@ccso.us		
Becker	Chris	La Plata Police	<a href="mailto:cbecker@townoflaplata.org">cbecker@townoflaplata.org</a>		
Brown	Darrell	Business Director Econ Dev	Brownd@charlescountymd.gov		
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>		
Filer	John	DES- Liaison	<a href="mailto:FilerJ@charlescountymd.gov">FilerJ@charlescountymd.gov</a>		
Finch	Stephen	DES	<a href="mailto:FinchS@charlescountymd.gov">FinchS@charlescountymd.gov</a>		
Fuqua	Donna	PIO	<a href="mailto:Fuquad@CharlesCountyMD.gov">Fuquad@CharlesCountyMD.gov</a>		
Harris	Jennifer	PIO	<a href="mailto:HarrisJ@CharlesCountyMD.gov">HarrisJ@CharlesCountyMD.gov</a>		
Hoffmaster	Joe	Planning Section	<a href="mailto:DESPlanning@charlescountymd.gov">DESPlanning@charlescountymd.gov</a> <a href="mailto:HoffmasJ@CharlesCountyMD.gov">HoffmasJ@CharlesCountyMD.gov</a>		
Kaufmann	Mark Jr	PS Branch Dir. Vol Fire Chief	<a href="mailto:markeng1trk@hotmail.com">markeng1trk@hotmail.com</a>		
Konschak	Matt	NSWC IHD	<a href="mailto:matthew.konschak@navy.mil">matthew.konschak@navy.mil</a>		
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>		
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>		
Rose	Tony	DES Deputy Director, Unified	RoseT@charlescountymd.gov		
Russell	Cindy	DSS	<a href="mailto:cindy.russell@maryland.gov">cindy.russell@maryland.gov</a>		
Schmidt	Louis Chris III	CCSO	<a href="mailto:schmidtlo@ccso.us">schmidtlo@ccso.us</a>		
Seaman	Kevin	CCEMS	<a href="mailto:seamank@charescountymd.gov">seamank@charescountymd.gov</a>		
Smith	Bill	CCVFA/CCAEMS	Smithb@ccvfireems.org		
Spalding	Andrew	Volunteer EMS Chief	<a href="mailto:chiefems@ccvfireems.org">chiefems@ccvfireems.org</a>		
6. Prepared by: Name: <u>Joe Hoffmaster</u> Title: <u>PSC</u> Signature: _____					
ICS 205A	IAP Page <u>5</u>	Date/Time: <u>May 30, 2020 @16:00</u>			

## COMMUNICATIONS LIST (ICS 205A)

1. Incident Name Charles County	2. Operational Period: COVID-19	Date From: Time From:	5/30/20 8:00	Date to: Time to:	6/1/2020 8:00
<b>3. Basic Local Communications Information:</b>					
Name - Last	Name-First	Representing	Email	Phone	
Stoddard	Jason	Intell	<a href="mailto:jstoddard@ccboe.com">jstoddard@ccboe.com</a>		
Ranston	Harvey	CCDOH	<a href="mailto:Ranston.harvey@maryland.gov">Ranston.harvey@maryland.gov</a>		
Laschatt	Lisa	CCDOH	<a href="mailto:lisa.laschatt@maryland.gov">lisa.laschatt@maryland.gov</a>		
Meiser	Michael	CCPS	<a href="mailto:mlmeiser@ccboe.com">mlmeiser@ccboe.com</a>		
EOC- CC		CCEOCC	<a href="mailto:DESEOC@charlescountymd.gov">DESEOC@charlescountymd.gov</a>		
Cherry	Lori	LOGS- Deputy	<a href="mailto:Cherry@charlescountymd.gov">Cherry@charlescountymd.gov</a>		
Herbert	Scott	PS LOGS	<a href="mailto:sherbert@hvdems.org">sherbert@hvdems.org</a>		
Haft	Howard	CCDH	<a href="mailto:Howard.haft@maryland.gov">Howard.haft@maryland.gov</a>		
Raley	Jennifer	SMECO	<a href="mailto:Jennifer.Raley@SMECO.Coop">Jennifer.Raley@SMECO.Coop</a>		
Farr	Courtney	SMECO	<a href="mailto:Courtney.Farr@SMECO.Coop">Courtney.Farr@SMECO.Coop</a>		
Law	Natasha	SMECO	<a href="mailto:Natsha.Law@SMECO.Coop">Natsha.Law@SMECO.Coop</a>		
Teleconference #			1-872-240-3212		
Tucker	Ed	Donations	<a href="mailto:DESDonations@Charlescountymd.gov">DESDonations@Charlescountymd.gov</a> <a href="mailto:Etucker@Charlescountymd.gov">Etucker@Charlescountymd.gov</a>		
Barnes	Raena	DH-Liaison	<a href="mailto:raena.barnes@maryland.gov">raena.barnes@maryland.gov</a>		
Wolf	Theresa	PH-DSS	<a href="mailto:Therese.Wolf@maryland.gov">Therese.Wolf@maryland.gov</a>		
Higgins	David	Safety Officer-Assistant	<a href="mailto:HigginsD@charlescountymd.gov">HigginsD@charlescountymd.gov</a>		
Jones	Robbie	HD-Liaison	<a href="mailto:JonesRob@Charlescountymd.gov">JonesRob@Charlescountymd.gov</a>		
Hicks	Ryan	Indian Head	<a href="mailto:ryan@townofindianhead.org">ryan@townofindianhead.org</a>		
Lewis	Mitchell	Volunteer EMS Chief, Assistant	<a href="mailto:mlewis@WaldorfVFD.com">mlewis@WaldorfVFD.com</a>		
Mott	Robert (Bob)	VEIP Manager Document Facil.	<a href="mailto:capt302a@gmail.com">capt302a@gmail.com</a>		
Rands	Ray	VEIP Manager	<a href="mailto:raymond.rands@maryland.gov">raymond.rands@maryland.gov</a>		
Edge	Bill	CCSO-Safety			
Peer	Support	Peer Support Team	<a href="mailto:DESPeersupport@charlescountymd.gov">DESPeersupport@charlescountymd.gov</a>		
Courtney	Shannon	Peer Support Team Leader	<a href="mailto:Shannonc@charlescountymd.gov">Shannonc@charlescountymd.gov</a>		

## SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name Charles County COVID-19	2. Operational Period	Date From: 5/30/20	Date To: 6/1/20
		Time From: 8:00	Time To: 8:00
<b>3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:</b> <div style="text-align: center; background-color: yellow; padding: 5px;"> <b>"Feeling Sick! Stay home and keep your coworkers safe."</b> </div> <p>1. Total identified PUI's transported as of 5/29: 837 Total # of patients testing positive : 141</p> <p>2. PPE stockpiles remain stable with an estimated supply range of 10+ days based on current call volumes.</p> <p>3. EMSOP Special Order 2020-01 Version 4.1 has been updated to include new travel guidance from MIEMSS as well as out of County decon best practices.</p> <p>4. As this is a rapidly changing landscape, leaders should review any changes with their personnel each morning.</p> <p>5. Speical Order 2020-04 Version 1.1 was released on 05-05-2020. New guidelines for personnel at the beginning of their shift, end of their shift and at the station.</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. The County's Peer Support Team has been activated and will make weekly wellness checks with our County's first responders.</p> <p>8. Please remember that PPE caches are for EVERYONE. We are all in this TOGETHER so there is NO career and volunteer PPE caches.</p> <p>9. Special Order 2020-03 V2.1 was updated on 05-06-20. New guidelines added on employee return to work procedures.</p> <p><b>10. Ambulance and cruiser decon services at CRMC have been extended through June 30th.</b></p>			
<b>Site Safety Plan(s) Located At:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>5. Prepared by:</b> Name: <u>John Filer</u> Title: <u>Safety Officer</u> Signature: _____			
ICS 208	IAP Page <u>7</u>	Date/Time: <u>May 30, 2020 @16:00</u>	

# ACTIVITY LOG (ICS 214)

## ACTIVITY LOG (ICS 214)

**TO:** All County personnel  
**FROM:** EOC Planning Section  
**THRU:** EOC Unified Command  
**DATE:** May 29, 2020  
**SUBJECT:** EOC Status

## **MONITORING PERIOD**

As of 6/1/2020, the EOC will be moving from an “Enhanced” status to a “Monitor” status. The following is an outline of the projected path.

### **GUIDELINE**

During the “Monitoring Period” we will be using the following as a format or plan.

- After Action Analysis- With the input from all members of the audience who received the IAP and/or Sit/Rep, a team will be gathered to compile the thoughts and actions of all stakeholders. This effort will work up to June 8, 2020 in hopes of producing a “talking-point draft AAR”.
- After Action Report- A combined meeting with all stakeholders will discuss the incident’s strengths, weaknesses, and recommendations for improvement. The meeting will be held in a large auditorium setting. (Hold the Date – June 22, 2020 time tba)
- Meetings will be stepped down as we progress through the monitoring process. If progress remains at it has in the last two weeks, we will be taking our meetings, briefings, and communications to a Weekly, Bi-weekly, and then Monthly schedule.

Pieces that were discussed for this step-down process include:

- Safety Messages
- Decontamination of Ambulance plan
- Sit Rep
- Logistic Report
- Finance Report
- IAPs
- Planning Report

### **TACTICAL OPERATIONAL DISCUSSION:**

Listed below are a few trigger points that will guide our plan

#### Trigger points to ramp up, ramp down

Ramp up- 10 day increase in “RATE of” positive cases and deaths = Enhanced EOC + virtual meetings MWF

Ramp up – 15 day increase in “RATE of” positive cases and deaths = Enhanced EOC + meetings MTWTF

Ramp down- 14 day decrease rate of positive cases and deaths  
Other trigger points will be added to this list.

#### **TENTATIVE RAMP DOWN SCHEDULE:**

**May 30- May 31.** IAP on Saturday only. Safety Messages will be on Saturday and Sunday  
Branches will continue sending Briefs by 16:00.

**June 1- June 28-** Branches will send Monday, Wednesday, and Friday, Briefs for the group.  
There will be **No meetings** *with exception of Public Safety Branch meeting (virtual, every Monday @ 09:00)*

Monday, Wednesday, Friday – Briefs sent to DESPlanning by 16:00

Safety Message once a day on Monday, Wednesday and Friday @ 12:00

IAP will come out once a week

**June 29 – July 27-** IAP and Briefs sent Bi-weekly (July 13 and July 27), Safety Message bi-weekly  
*Public Safety Branch only will have a virtual bi-weekly meeting.*

**August – October-** Monthly meeting on 2<sup>nd</sup> Monday of the Month @ 13:00

*All of this is subject to change based on the emergent status.*



**Feeling Sick?**

**Stay home and keep your  
co-workers healthy and safe.**