



Charles County COVID-19

Incident Action Plan



5/30/20

6/1/20



INCIDENT OBJECTIVES (ICS 202)

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	
3. Objectives			
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.			
B. Conduct surveillance of COVID-19 cases in collaboration with the health department, hospital, physicians, and other health care providers.			
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.			
D. Prepare for and handle the human reaction crisis contingencies in long terms.			
E. Prepare for long term order maintenance.			
F. Prepare for and sustain our communities' hierarchy of needs throughout this incident.			
G. Ensure all practical steps to "Slow the Spread" of transmission of COVID-19.			
H. Determine trigger points for Continuity of Operations for all agencies, including government, public safety, schools, hospital, and other critical infrastructure systems.			
I. Prepare for the New Normal.			
4. Operational Period Command Emphasis			
After Action Analysis- Send in your 5 Ups and 5 Downs to DESPlanning@CharlesCountyMD.gov			
General Situational Awareness			
"Feeling Sick! Stay home and keep your coworkers safe."			
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"/> Forecast/Tides/Currents	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ICS 214 _____ _____ _____ _____	
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: _____ May 30, 2020 @16:00	

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name Charles County COVID-19		2. Operational Period <div style="display: flex; justify-content: space-between;"> <div>Date From: 5/30/20 Time From: 8:00</div> <div>Date to: 6/1/20 Time to: 8:00</div> </div>	
3. Incident Commander and Staff		7. Operations Section	
UC	Dr. Howard Haft	Chief	
UC	Michelle Lilly	Deputy	
Deputy	Melanie Gardiner		
Deputy	Tony Rose		
Safety Officer	John Filer	a. Branch I	Public Health
Public Information Office	Jennifer Harris Donna Fuqua Linda Warner	Branch Director	Ranston Harvey
Intell Officer	Jason Stoddard	Deputy	Mary Lilly
4. Agency Representative		DSS	
		Liaison Officer	Tom Brown Robbie Jones
Agency	Name	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	Catarina Patterson
		b. Branch II	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	
5. Planning Section		c. Branch III	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			
Technical Specialists	(name / specialty)	d. Branch IV	Infrastructure
		Branch Director	
		Deputy	
		SMECO	Jennifer Raley
		Grocery	
6. Logistics Section		Propane	
Chief	Nick Ellis	Natural Gas	
Deputy			
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	Jeffrey Clements	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: May 30, 2020 @ 16:00	

ORGANIZATION ASSIGNMENT LIST (ICS 203)

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	
3. Incident Commander and Staff UC Dr. Howard Haft UC Michelle Lilly Deputy Melanie Gardiner Deputy Tony Rose Safety Officer John Filer Public Information Office Jennifer Harris Donna Fuqua Linda Warner Intell Officer Jason Stoddard		7. Operations Section Chief Deputy a. Branch V Governance Charles County Govern. Michele Lilly Town of LaPlata Chris Becker Town of Indian Head Ryan Hicks Sandy Washington Michael Meiser b. Branch VI Business Branch Director Darre'll Brown Deputy Marcia Keeth Economic Development Darre'll Brown Chamber of Commerce Bonnie Grady c. Group Peer Support Group Supervisor Courtney Shannon Deputy Pam Gantt Debbie Gianinni d. Branch VIII Branch Director Deputy e. Branch IX	
4. Agency Representative Agency Name Intell officer Deputy Mike Meiser Lifestyles Sandy Washington CC Public Schools Michael Meiser		5. Planning Section Chief Joe Hoffmaster Deputy Bill Smith Resource Unit Situation Unit Jen Adams Documentation Unit Bill Smith Demobilization Unit Human Resources Technical Specialists (name / specialty) 6. Logistics Section Chief Nick Ellis Deputy Support Branch Donations Ed Tucker Supply Unit Facilities Unit Nick Ellis Ground Support Unit Service Branch Service Branch Dir. Communications Unit Jeffrey Clements Medical Unit Security Unit Food Unit	
9. Prepared by: Name: Joe Hoffmaster Position/Title: PSC Signature: _____		10. Finance Section Chief Jen Adams Deputy Time Unit Procurement Unit Comp/Claims Unit Cost Unit	
ICS 203	IAP Page 4	Date/Time: May 30, 2020 @16:00	

COMMUNICATIONS LIST (ICS 205A)

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

COMMUNICATIONS LIST (ICS 205A)

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

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	
3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:		
"Feeling Sick! Stay home and keep your coworkers safe."		
1. Total identified PUI's transported as of 5/29: 837 Total # of patients testing positive : 141		
2. PPE stockpiles remain stable with an estimated supply range of 10+ days based on current call volumes.		
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.		
4. As this is a rapidly changing landscape, leaders should review any changes with their personnel each morning.		
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.		
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. The County's Peer Support Team has been activated and will make weekly wellness checks with our County's first responders.		
8. Please remember that PPE caches are for EVERYONE. We are all in this TOGETHER so there is NO career and volunteer PPE caches.		
9. Special Order 2020-03 V2.1 was updated on 05-06-20. New guidelines added on employee return to work procedures.		
10. Ambulance and cruiser decon services at CRMC have been extended through June 30th.		
Site Safety Plan(s) Located At: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
5. Prepared by: 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)

[illegible]

ACTIVITY LOG (ICS 214)

[illegible]

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 2nd 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.