

**Subject:** TOPOFF Exercise Preparedness Message #1 of 7/27  
**Importance:** High

Dear Multnomah County Incident Management Team (IMT) Members and others scheduled to join our TOPOFF Response Organization.

## **10 WEEKS UNTILL TOPOFF!!!**

I label this message as important since it sets the framework for a formal numbered series of messages to guide our preparation for TOPOFF, and it includes important information that may take time to digest. Please keep a paper file or email folder for this message series so you may review them as TOPOFF approaches. Forgot what TOPOFF is? Check out the one page TOPOFF Overview attachment.

All of my TOPOFF series messages will list action items organized by:

- A. General Information
- B. Individual Preparation Actions
- C. Team Preparation Actions

### **A. General Information.**

**A.1. General Level of Participation - MCHD** leadership approved full MCHD staff participation in around-the-clock operations of ICPs, EOCs, and other operation centers from the start of the exercise on Tues 10/16 through 4 pm on Thurs 10/18. After that a small HD POC team or several individuals will be available to the Multnomah County EOC to cover health issues. Two health related field operations are also tentatively scheduled:

- Medical Care Point (MCP) operation on 10/17 to include fire, health, medical, mental health, and DMAT resources; and
- Rapid Screening Point (RSP) Operation on 10/18 to include health and volunteer staffing.

MCHD leadership authorized its staff to participate in only one field operation, so the other needs to be fully supported by partner organizations.

HD Leadership also understands and supports the need for individuals to make reasonable preparations for TOPOFF to include reviewing ICS and radiation incident references, taking courses, and attending workshops. This time should range from 2-3 days per person, depending on their role/position in TOPOFF response organizations. Service Group Directors may determine that certain individuals working on certain critical initiatives will not have time to prepare for TOPOFF.

### **B. Individual Preparation Actions**

**B.1. Schedule your period of Command Post or Operation Center exercise participation** (we cannot schedule MCP or RSP operations until venue and dates are confirmed). There are two documents of Staff Assignments. They are the same information sorted two-ways, one is alphabetical by last name and the other by Team (A, B, or C). First look at the alphabetical file to see what teams and positions you are assigned to. Several of you are on more than one team. Note that Team A covers from start of exercise on Tuesday until relieved by Team B Wed morning, Team B covers Wed until relieved by Team C on Thurs., and Team C goes until full MCHD participation ends at about 4 pm. Day shifts may work long days (perhaps 12 hours) performing most of the Incident Action Planning until relieved by a smaller evening shift of the same team. Incident Commanders will adjust schedules to obtain needed coverage. They may send

some individuals home and ask them to return for the evening shift. Individuals should work with their regular supervisors to schedule compensation time and avoid overtime pay during this pay period. Note that the Team assignments are firm, however, our leaders may change the position assigned, locations of work, and work hours in consideration of what response organizations are established and our integration with other organizations and partner organizations with us. The Staff Assignments by alphabetical name and team are at <http://www.mchealth.org/emergprep/topoff/index.shtml>.

**B.2. Review and Understand your ICS Position Roles and Responsibilities.** All MCHD personnel have ICS references to help refresh long ago courses and experience. I particularly recommend reviewing parts of the *Beyond Initial Response book* that apply to your section, and the *ICS Position Manual* for your assigned section. Your goal is to clearly visualize responsibilities, ICS processes, and desired outcomes... and then to perform and lead them without detailed instruction. Leaders should have enough familiarity with their positions and processes to have clear performance expectations (e.g. the Planning Section Chief knows all the planning positions, the IC knows what to expect from each Command and General Staff position). Lost your reference? Call or email Robin Holm or I.

**B.2 SPECIAL OPPORTUNITY! Limited Position Specific ICS Courses are available.** State Health has generously reserved ~ 5 places in each of a series of position specific and general ICS courses being conducted from late August through mid September. This is a rare opportunity in this region for position specific training. I highly recommend position specific courses for all Incident Commanders (especially Planning and Logistics), and Command and General staff and their functional team leaders. Please see the attachment 'Invitation for IMT...' for course dates and attached Learning Center Instruction if you are using the Learning Center for the first time. Please share copies of course completion certificates with Robin Holm for updating your IMT training record.

## **C. Team Preparation Actions**

**C.1. Next Message, Next Week:** Look for the dates of Functional Team (e.g. Planning) workshops where we will review ICS and health operation processes and functions that we want to improve in TOPOFF over past exercises.

Also look special references recommended to learn about the response to a radiation incident.

Best,

Jim

[James D. Spitzer](#)

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