

**Subject:** TOPOFF Exercise Preparedness Message #2 of 8/3  
**Importance:** High

**Nine Weeks until TOPOFF!!!**

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

In this second of my TOPOFF series of messages that list action items organized by:

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

the action(s) of this message falls under **C. Team Preparation Actions.**

I've heard of anxiety and pressure as we learn of our roles during the very unfamiliar and very large TOPOFF scenario. The below seminars should help to guide our individual preparations, and lend the confidence that comes with going into TOPOFF not as an individual, but as a strong and resourceful team.

**Action:** With knowledge of your TOPOFF assignment and larger functional team role found sent out in message #1 on 7/27 [see <http://www.mchealth.org/emergprep/topoff/index.shtml> for assignments listed alphabetically and by Team], **please schedule yourself to attend those seminars listed below where you are one of the targeted attendees.** Please note the **Important Notes** at the top that welcome you to other seminars in order to learn more of the relationship of your ICS function to other ICS functions.

Cheers!  
Jim

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### **MCHD T4 (TOPOFF) Preparation Seminars**

***Important Notes:***

1. *Agency Executives and IMT members are welcome to also attend seminars where they are not the targeted attendee in the interest of cross training and understanding one's ICS functional and position responsibilities relative to other ICS functions.*
2. *Attendee sign-in lists will be given to appropriate Command and General Staff so that they may follow up with those unable to attend a seminar.*

### **Radiation-Specific Issues and the Public Health and Select Other Emergency Response Plans**

Description: Seminar to review components of MCHD's Emergency Response Plan and introduction to select other Emergency Response Plans relevant to a large scale radiation dispersal incident.

Type: Same seminars on two dates to capture maximum audience

Duration: 2 hours

Objectives:

- Issues around Radiation exposure/RDD
- PPE
- Antidotes (which one goes to which type, supply chains, access, etc)
- Public Information
- MCHD's role in Rad event
- Plan: Ch. 2, MCP, RSP, Tabs B, C, D, G, Z; select other plans

Date/Time/Place:

August 28 (9am-11am): McCoy 10<sup>th</sup> Floor

August 30 (9am-11am); McCoy 10<sup>th</sup> Floor

**Attendees: All IMT members and Agency Executives, County Emergency Management**

Instructor(s): Jim Spitzer, Jon Jiu and guest radiation expert (to be invited)

### **Command and Command Staff**

Description: Prospective TOPOFF response organization public health role, objectives, delegation of authority, planning process review. First half hour for Incident Commander's only, remainder to include Command Staff (PIO, Safety, Liaison) and their Assistants.

Type: Seminar

Duration: 2 hours

Objectives:

- **First ½ hour for ICs only** is on IC coverage and review of nature and role of IC's organization relative to other prospective response organizations
- Quickly form appropriate response organization, integrate into larger MACS (Multi-Agency Coordination System) and defining roles and relationships with MACS centers including: logistics (ordering points, resource allocation, communications); sharing information/situation awareness; incident, jurisdiction, hospital, objective, prioritization; and MAC Groups setting policies such as diminished standards of care.; and coordination and consistency of issues such as hazard areas (relative to PPE and issues such as sheltering in place and evacuation).
- Evolution of local PH leader(s) as IC, UC member, or other title
- Liaison – Establish agency representatives to our organization and our response organizations agency reps or liaisons to other key response organizations
- Joint Information System – PIO/JIC integration with JIS
- Planning Cycle and Operational Planning Worksheet 215: With emphasis on the IC and Command Staff positions, understand how Planning Cycle, this form, or other set plans are used to align objectives, resources, and assignments and drive the efforts of individual ICS positions to deliver their work products at the right time in during the Planning Cycle.

Date/Time/Place:

August 24 (2-2:30 only ICs) (2:30-4:00 IC & CS/assistants): McCoy 10<sup>th</sup> Floor

**Attendees: Command, Command Staff, and Command Staff assistants, Agency Reps/Liaisons to other Response Organizations (e.g. State AOC and City/County EOCs), and County Emergency Management**

Instructor(s): Jim Spitzer, Dave Houghton

### **Planning Section**

**Description:** Seminar to focus on Planning Section roles and processes with emphasis on improving shortfalls of previous exercises.

**Type:** Same seminars on two dates to capture maximum audience

**Duration:** 2 hours each

**Objectives:**

- Planning Cycle scheduling and management
- Quality incident documentation (affects all sections); review of what documentation needs to be properly established and maintained
- Sharpen advance planning and situation unit status/forecast information
- Situational picture shared with other agencies
- Planning Cycle and Operational Planning Worksheet 215: With emphasis on the Planning Section positions, understand how Planning Cycle, this form, or other set plans are used to align objectives, resources, and assignments and drive the efforts of individual ICS positions to deliver their work products at the right time in during the Planning Cycle.

**Date/Time:**

September 11 (1pm-3pm) (Bonnie): McCoy 10<sup>th</sup> Floor

September 12 (9am-11am) (Hai): Lincoln Building, Willamette Conf Room 1<sup>st</sup> Floor

**Attendees:** Incident Commanders, Planning Section, technical specialists, Operations and Logistics Section Chiefs and Deputies, County Emergency Management

**Instructor(s):** Jim Spitzer, Bonnie Kostecky, Hai Ta

### **Operations Section**

**Description:** Seminar to focus on Operations Section roles and processes with emphasis on improving shortfalls of previous exercises.

**Type:** Same seminars on two dates to capture maximum audience

**Duration:** 2 hours each

**Objectives:**

- Rapid Screening Points
- Planning Cycle and Operational Planning Worksheet 215: With emphasis on the Operations Section positions, understand how Planning Cycle, this form, or other set plans are used to align objectives, resources, and assignments and drive the efforts of individual ICS positions to deliver their work products at the right time in during the Planning Cycle.

**Date/Time/Place:**

September 6 (9am-11am) (Lila): Lincoln Building, Willamette Conf Room 1<sup>st</sup> Floor

September -TBD- (Margaret)

**Attendees:** Operations Section, technical specialists, Planning and Logistics Section Chiefs and deputies, County Emergency Management

**Instructor(s):** Jim Spitzer, Lila Wickham, Margaret Lentell

### **Logistics Section**

**Description:** Seminar to focus on Logistics Section roles and processes with emphasis on improving shortfalls of previous exercises.

**Type:** Same seminars on two dates to capture maximum audience

**Duration:** 2 hours

**Objectives:**

- Resource ordering system whereby hospitals will order supplies from one regional health Logistics Supply point
- ICS compliant ordering processes coordinated with ordering points, ICP – Co/cities EOCs – State PH AOC - State ECC - FCO....
- Create communications plan (phone, fax, IT, and radio) and quickly resolve comms challenges within organization and with partners
- Comms job aids at each phone, station, etc
- Threshold of when Procurement Unit needs to establish contract before supply unit can procure a resource.
- Planning Cycle and Operational Planning Worksheet 215: With emphasis on the Logistics Section positions, understand how Planning Cycle, this form, or other set plans are used to align objectives, resources, and assignments and drive the efforts of individual ICS positions to deliver their work products at the right time in during the Planning Cycle.

Date/Time/Place:

September -**TBD**- (Stan)

September -**TBD**- (Kathie)

**Attendees: Logistics Section, Operations and Planning Section Chiefs and Deputies, and County Emergency Management**

Instructor(s): Jim Spitzer, Stan Johnson, Kathie Raisler, County Emergency Management

**Finance/Admin Section**

Description: Seminar to focus on Finance/Admin Section roles and processes with emphasis on improving shortfalls of previous exercises.

Type: 1 seminar

Duration: 2 hours

Objectives:

- Leveraging the response organization to capture and submit time and cost data at schedule times
- Quality time and cost unit accounting
- Daily expense and cost ceiling updates
- Threshold of when Procurement Unit needs to establish contract before supply unit can procure a resource.
- Planning Cycle and Operational Planning Worksheet 215: With emphasis on Finance/Admin positions, understand how Planning Cycle, this form, or other set plans are used to align objectives, resources, and assignments and drive the efforts of individual ICS positions to deliver their work products at the right time in during the Planning Cycle.

Date/Time/Place:

September/October -**TBD**- (Wendy)

**Attendees: Finance/Admin Section, Command and General Staff, and County Emergency Management**

Instructor(s): Jim Spitzer, Wendy Lear

**Agency Executive Briefing**

Description: Overview TOPOFF organizations and AE responsibilities.

Type: 1 seminar

Duration: 2 hours

Objectives:

- Overview of TOPOFF scenario, participants, prospective response organizations, and roles/responsibilities
- AE's roles and responsibilities during TOPOFF

Date/Time/Place:

October –**TBD**-

**Attendees: Agency Executives, Incident Commanders, County Emergency Management**

Instructor(s): Jim Spitzer, Dave Houghton