

Subject: TOPOFF Exercise Preparedness Message #3 of 8/9
Importance: High

Eight Weeks until TOPOFF!!!

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

First of all, Robin and I acknowledge growing concerns and frustrations over the amount of information coming your way related to TOPOFF. There are a lot of offerings in the region, more so than any other exercise we have ever experienced. Participants are confused about which trainings they should attend and what they should do to prepare. We understand and share your concern. We are proud to be part of a team of dedicated individuals who want to do their best.

Below Robin broke down the training offerings including our MCHD seminars (listed in the attachment and at the end of this email) by ICS Section and/or by position, and by those offerings that are highly recommended, and those that are optional. What is not listed here is personal time you will spend preparing for your individual role.

We hope that a reasonable amount of individual preparation and the seminars will give you confidence. We will then encourage personal meetings (tutoring?) to address individual or small group concerns. Of course only time, teamwork, and resourcefulness will resolve all of the uncertainty of an emergency.

Best, Jim

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Emergency Preparedness Manager
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Preparation by Functional Group or Position:

If you are an Agency Executive:

Highly Recommended:

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

August 28 (9am-11am): McCoy 10th Floor
or August 30 (9am-11am); McCoy 10th Floor

Agency Executive Briefing

October 8 (3pm-5pm): Lincoln Building, Oak Room, 1st Floor

Optional:

TOPOFF 4 Oregon Venue Seminar on the National Response Framework
August 14 (9am-4pm) Keizer, OR

If you are and Agency Representative (to County EOC, City EOC, State PH AOC):

Highly Recommended:

County EOC Trainings offered through County Emergency Management
EOC Section training – the week of August 13th

EOC Review/Q&A Session on September 5 (1pm-3pm): McCoy 10th Floor
EOC Functional Exercise on September 12 (8am-12pm): Multnomah Building
Basement, County EOC
Command and Command Staff Seminar
August 24 (2-2:30 only ICs) (2:30-4:00 IC & CS/assistants): McCoy 10th Floor
Radiation-Specific Issues and the Public Health and Select Other Emergency
Response Plans
August 28 (9am-11am): McCoy 10th Floor
or August 30 (9am-11am); McCoy 10th Floor

If you are an Incident Commander:

Highly Recommended:

Command and Command Staff Seminar
August 24 (2-2:30 only ICs) (2:30-4:00 IC & CS/assistants): McCoy 10th Floor
Radiation-Specific Issues and the Public Health and Select Other Emergency
Response Plans
August 28 (9am-11am): McCoy 10th Floor
or August 30 (9am-11am); McCoy 10th Floor
Finance/Admin Section Seminar
September 27 (9am-11am): Lincoln Building, Oak Room 1st Floor
Agency Executive Briefing
October 8 (3pm-5pm): Lincoln Building, Oak Room, 1st Floor

Optional:

TOPOFF 4 Oregon Venue Seminar on the National Response Framework
August 14 (9am-4pm) Keizer, OR
Planning Section Seminar
September 11 (1pm-3pm): McCoy 10th Floor
or September 12 (9am-11am): Lincoln Building, Willamette Conf Room 1st Floor
ICS Command Position-Specific Course on 8/20 or 9/12

If you are a member of the Command Staff (PIO, Liaison Officer, Safety Officer):

Highly Recommended:

Command and Command Staff Seminar
August 24 (2-2:30 only ICs) (2:30-4:00 IC & CS/assistants): McCoy 10th Floor
Radiation-Specific Issues and the Public Health and Select Other Emergency
Response Plans
August 28 (9am-11am): McCoy 10th Floor
or August 30 (9am-11am); McCoy 10th Floor

Optional:

ICS Command Position-Specific Course on 8/20 or 9/12

If you are a member of the Planning Section:

Highly Recommended:

Radiation-Specific Issues and the Public Health and Select Other Emergency
Response Plans
August 28 (9am-11am): McCoy 10th Floor
or August 30 (9am-11am); McCoy 10th Floor
Planning Section Seminar
September 11 (1pm-3pm): McCoy 10th Floor

or September 12 (9am-11am): Lincoln Building, Willamette Conf Room 1st Floor
Finance/Admin Section Seminar (Planning Section Chief)
September 27 (9am-11am): Lincoln Building, Oak Room 1st Floor

Optional:

Emergency Management of Radiation Accident Victims (Planning Technical Specialists)
August 28-29 Vancouver
Operations Section Seminar (Planning Section Chiefs and Deputies)
September 6 (9am-11am): Lincoln Building, Willamette Conf Room 1st Floor
or September 26 (1pm-3pm): McCoy 10th Floor
Logistics Section Seminar (Planning Section Chiefs and Deputies)
September 17 (9am-11am): Lincoln Building, Columbia Room, 1st Floor
or September 21 (9am-11am): McCoy 10th Floor
ICS General Staff – Planning Position-Specific Course on 8/22 or 9/11

If you are a member of the Operations Section:

Highly Recommended:

Radiation-Specific Issues and the Public Health and Select Other Emergency Response Plans
August 28 (9am-11am): McCoy 10th Floor
or August 30 (9am-11am); McCoy 10th Floor
Operations Section Seminar
September 6 (9am-11am): Lincoln Building, Willamette Conf Room 1st Floor
or September 26 (1pm-3pm): McCoy 10th Floor
Finance/Admin Section Seminar (Operations Section Chief)
September 27 (9am-11am): Lincoln Building, Oak Room 1st Floor

Optional:

Emergency Management of Radiation Accident Victims
August 28-29 Vancouver
Planning Section Seminar (Operations Section Chiefs and Deputies)
September 11 (1pm-3pm): McCoy 10th Floor
or September 12 (9am-11am): Lincoln Building, Willamette Conf Room 1st Floor
Logistics Section Seminar (Operations Section Chiefs and Deputies)
September 17 (9am-11am): Lincoln Building, Columbia Room, 1st Floor
or September 21 (9am-11am): McCoy 10th Floor
ICS General Staff – Operations Position-Specific Course on 8/21 or 9/10

If you are a member of the Logistics Section:

Highly Recommended:

Radiation-Specific Issues and the Public Health and Select Other Emergency Response Plans
August 28 (9am-11am): McCoy 10th Floor
or August 30 (9am-11am); McCoy 10th Floor
Logistics Section Seminar
September 17 (9am-11am): Lincoln Building, Columbia Room, 1st Floor
or September 21 (9am-11am): McCoy 10th Floor
Finance/Admin Section Seminar (for Logistics Section Chief)
September 27 (9am-11am): Lincoln Building, Oak Room 1st Floor

Optional:

Planning Section Seminar (for Logistics Section Chiefs and Deputies)

September 11 (1pm-3pm): McCoy 10th Floor

or September 12 (9am-11am): Lincoln Building, Willamette Conf Room 1st Floor

Operations Section Seminar (for Logistics Section Chiefs and Deputies)

September 6 (9am-11am): Lincoln Building, Willamette Conf Room 1st Floor

or September 26 (1pm-3pm): McCoy 10th Floor

ICS General Staff – Logistics Position-Specific Course on 8/23 or 9/14

If you are a member of the Finance/Admin Section:

Highly Recommended:

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

August 28 (9am-11am): McCoy 10th Floor

or August 30 (9am-11am); McCoy 10th Floor

Finance/Admin Section Seminar

September 27 (9am-11am): Lincoln Building, Oak Room 1st Floor

Optional:

ICS General Staff – Finance/Admin Position-Specific Course on 8/24 or 9/13

Now here again are the seminars offered at MCHD, each now has a date, time, and place (same as attached file if your prefer MS Word view):

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 Seminar

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

Date/Time/Place:

August 28 (9am-11am): McCoy 10th Floor

August 30 (9am-11am); McCoy 10th Floor

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

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's

- 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

Agency Executive Briefing Seminar

Attendees: Agency Executives, Incident Commanders, County Emergency Management

Date/Time/Place:

October 8 (3pm-5pm) (Dave): Lincoln Building, Oak Room, 1st Floor

Instructor(s): Jim Spitzer, Dave Houghton

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

Command and Command Staff Seminar

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

Date/Time/Place:

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

Instructor(s): Jim Spitzer, Dave Houghton

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.

Planning Section Seminar

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

Date/Time:

September 11 (1pm-3pm) (Bonnie): McCoy 10th Floor

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

Instructor(s): Jim Spitzer, Bonnie Kostelecky, Hai Ta

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.

Operations Section Seminar

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

Date/Time/Place:

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

September 26 (1pm-3pm) (Margaret): McCoy 10th Floor

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

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.

Logistics Section Seminar

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

Date/Time/Place:

September 17 (9am-11am) (Stan): Lincoln Building, Columbia Room, 1st Floor

September 21 (9am-11am) (Kathie): McCoy 10th Floor

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

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.

Finance/Admin Section Seminar

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

Date/Time/Place:

September 27 (9am-11am) (Wendy): Lincoln Building, Oak Room 1st Floor

Instructor(s): Jim Spitzer, Wendy Lear

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.