

Six Weeks until TOPOFF!!!Breathe deeply.....

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

Here are Important Exercise Details:

1. Hours/Shifts Changes

Team A:	Day Shift	8am (Oct 16)-8pm (Oct 16)
	Night Shift	8pm (Oct 16)-8am (Oct 17)
Team B:	Day Shift	8am (Oct 17)-8pm (Oct 17)
	Night Shift	8pm (Oct 17)-8am (Oct 18)
Team C:	Day Shift	8am (Oct 18)-5pm (Oct 18)

- **Shifts** are typically 12 hours in length. Leadership may extend shifts (especially the day shift) to complete critical work products such as Incident Action Plan or design of a field operation such as a Rapid Screening Point.
- **Oncoming shift reports a half hour prior to shift change** time so that each person is briefed by the individual they are replacing, key leaders from previous day shift may have to return to conduct a proper briefing of oncoming day shift.
- **Some of you will be assigned to other exercise venues** that may work different shift hours. You may work different positions. These decisions are made during the exercise. Please be flexible and make necessary arrangements at home so you can work as assigned. (See below).
- **After ~ 5 PM on Thursday health department operations** will transition to a small team (yet to be named) to represent public health interests until TOPOFF ends on Friday 10/19 at ~5 PM.

2. Night Shift ***Survey***

We need some folks from each team to work the night shift starting at 8pm. Night shift folks would likely be sent home early in the Team's day shift, or leaders would arrange for them to come in ~30 minutes before the night shift begins at 8 pm. We prefer to use volunteers during the night. You would work in a secure place with at least several other team members. Food and beverages will be arranged by Logistics during all operational periods.

Question: If you are able and willing to work one or more of the Tuesday or Wednesday night shifts (even if it is not during your assigned Team's period). Please state the days that you are available to work that evening _____ .

Please email your answer(s) to Robin Holm (cc'd) now (NLT September 5th, close of business). Only respond if you are able to work. Thanks.

3. Local Public Health Venues

- 1. McCoy Building 10th Floor Department Operations Center or Incident Command Post**
426 SW Stark, Portland, OR 97204

2. Medical Care Point Field Operation – Wednesday, October 17th, 8am-2pm (with Operations from ~10:30am-12:30pm)

University of Portland Chiles Center

5000 N Willamette Blvd, Portland, OR 97203

Multnomah County Health is not heavily involved in staffing this operation; however, it may be valuable for non-scheduled individuals and others to observe this major operation by fire, Disaster Medical Assist Teams, local hospital, public health, nursing school, and other community partners to 'protect' hospitals through added medical capacity.

3. Rapid Screening Point (RSP) Field Operation – Thursday, October 18th, 7am-2pm (with Operations from ~9am-11am)

David Douglas High School

1001 SE 135th, Portland, OR 97233

4. Just In Time Training for RSP Leaders – Wednesday, October 17th, 1pm-3pm
Report to 10th Floor McCoy for location

5. Other venues.....there will be multiple local, state, and federal level venue locations for TOPOFF.

4. Prepare yourself and your Family

Please make necessary arrangements at home (pet care, child care, plants watered) so that you can work as assigned until properly relieved. Please get adequate rest, drinks lots of water, and bring any essentials (medications) you may need to get you through your shift. Need to bring a comfy pillow because sitting on a chair for 12 hours uncomfortable? Bring it! Likewise for any other 'comforts'. Food and drinks will be arranged by Logistics. Prepare a Go-Kit.

5. Finally

Please see the attached documents outlining a sample Go-Kit and the schedule of the remaining training seminars. And did I say breathe deeply. You and we will do well!

Best, Jim