

## Four Weeks until TOPOFF!!! ...Thanks for the Preparations!!!! In 5 Weeks it will be Thanks for the Memories!

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

**Update of Staff Assignments.** Please go to our TOPOFF webpage at <http://www.co.multnomah.or.us/health/emergprep/topoff/index.shtml> to review the updated (9-12-07) TOPOFF Staff Assignments available in two files – one sorted alphabetically by last name, the other by Team and the functional positions within each Team. Note that many are on more than one Team. Many changes have been made in response to individual requests. A hearty thanks to our night shift personnel! All volunteered! *For Multnomah County Health personnel only: Deputy Director KaRin Johnson decided that any further assignment changes (other than changes approved by Incident Commanders) must be approved by the Department's Director (Lillian Shirley) or Acting Director in consultation with the affected Team's Incident Commander and the individual's Service Group Director.*

**Time Log requirements (applies only to Multnomah County Health Department employees):** Health Business Services Director Wendy Lear asks Multnomah County personnel to charge hours to normal Cost Centers or WBS on your TAR (Time and Attendance Report), however, all must also maintain a TOPOFF Time Log that documents all time spent preparing for and participating in TOPOFF. The Time Log link is immediately under the 'TOPOFF Staff Assignment Links' on the web page noted in the above paragraph. The instructions are part of the form. Basically your actions are: 1) promptly reconstruct your dates/hours/description of TOPOFF preparation hours in August and September as best that you can; 2) maintain the log until TOPOFF ends and; 3) email the file to Wendy Lear by October 2<sup>nd</sup> and again on October 31<sup>st</sup>.

**ICS Function Specific Seminars.** Many thanks to seminar leaders and participants for their work and active participation. They are proceeding well. Details on remaining seminars on Operations, Logistics, and Finance Admin, and Agency Executive/Incident Commander Seminars can be found by going to the link in the 1<sup>st</sup> paragraph, then select the TOPOFF 4 Training Plan link under TOPOFF 4 Documents. ICS functional teams are free to organized their own work groups to help each other prepare. *Kudos to Lila Wickham, Susana Betancourt, and Dorothy Sampson* of Environmental Health on their very impressive work adapting the ICS 215 Operational Planning Worksheet to an active Excel spreadsheet. A refined version will be added to our ICS forms on our web page and applied during TOPOFF.

**Review Plans.** Have you been to the distinctive expanding red square icon surrounding the words **Emergency Preparedness: Health Department** on both the MINT (intranet) and the County's Main internet web page? Click it and then click on the first bullet of 'Emergency Plans and Protocols'. Review Chapter 2 of our plan and the Tabs that might be the most important public health tools to this TOPOFF Scenario (particularly Tabs C, D (and by reference B), and G. Please familiarize yourself with other Tabs). During an emergency it is critical that we consider and adapt well thought-out plans to the scenario rather than inventing difficult solutions from scratch.

**Review the excellent Position/Function Specific Planning Ps in Beyond Initial Response.** At yesterday's Planning Section Seminar, Incident Commander Dave Houghton noted that he was

just paying close attention to the posted Planning Cycle and the short descriptions of what has to happen before and at each meeting on that P. *Each member of a well running Incident Management Team does their job in rhythm to the Planning Cycle, and is guided by the incident Objectives as further developed by the Operations, Planning, and Logistic Section Chiefs on the ICS 215.* All IMT members have been issued the book Beyond Initial Response to supplement their ICS 300 reference materials. Appendix B contains an excellent series of Position/Function Specific Planning Ps for each ICS functional area that can help your understanding of your and other ICS functions. Similarly valuable are the Incident Commander Expectations of the IMT posted under 'TOPOFF 4 Documents' (the link in the first paragraph) or at [http://www.mchealth.org/emergprep/topoff/documents/ic\\_expectations.pdf](http://www.mchealth.org/emergprep/topoff/documents/ic_expectations.pdf).

**Coming In Message #6:** Situation and Information Sharing Systems needed to Support TOPOFF and normal operations... or what is and who needs to apply the alphabet soup of HAN Health Alert Network, HOSCAP Hospital Capacity Web Site, VNN Virtual News Network, and OPCEN and WEB EOC incident management software.

**Finally, many thank to web master Terri Grayum for on-request updates of our TOPOFF web site that now also includes my previous four TOPOFF 4 Preparedness Messages.**

Best,  
Jim