

One Week until TOPOFF!!

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

This is my 7th and final TOPOFF preparation message! It contains some reminder and some new thoughts. In this last week of preparations:

1. If you have prepared in earnest, I recommend that you slow down, reflect, be confident, and check in with and coach a colleague who has not been able to prepare.
2. If you do last moment preparations, I recommend a quick scan of my preparation messages with follow-up on actions that might still be relevant. Links to the previous six messages and a summary of each may be found at <http://www.mchealth.org/emergprep/topoff/index.shtml> .

Reminder -- Time Log and vnn.com. I remind Multnomah County folks to maintain their time log of TOPOFF preparations (see message #6). To help put the TOPOFF scenario into context, review the developing story on the Virtual News Network at least once this week. If you want to do this please register now (as described in message #6). It takes a few days before access is authorized.

Responder Guides. There will be no overall 'Player/Responder's Guide' for TOPOFF. There will be a player brief by exercise controllers at the beginning of the exercise. I drafted Responder Guides for the Rapid Screening Point and Medical Care Point Exercises. These are posted as Multnomah County Internal Documents on the above link because some participating organizations do not want their participants to know details until they are dispatched and undergo just-in-time training at the site. So I attach the documents for the benefit of you partners who will integrate with MCHD's Incident Management Team. I recommend that Unit Leaders and above review both guides, and that field exercise participants carefully review the guide to their operation and its Responder Ground Rules. Incident Commanders should ensure that their response organization (perhaps in collaboration with other response organizations) achieves the Pre-exercise Objective, noted on page two of each guide, before each operation.

OPCENTER and WEBEOC. In message #6 I promised more on OPCENTER and WEB EOC information systems. They should be available in at least read only formats. I will ask Robin and Adrian to get passwords, have basic use tutorials, and arrange for Planning/Situation, Logistics/Comms, PIO, and perhaps other select functions to have access.

My final preparation thoughts are that we will nicely bring order out of the chaos of the TOPOFF scenario if we stick to:

- Incident Command System fundamentals,
- Our position/role in that System, expecting our colleagues to perform their specialty roles and provide us what we need, and
- Overall Public health goal(s) and priorities reflected as Objectives of the current and next Operational Periods.

Please count on:

1. Incident/Unified Command establishing SMART Objectives for a defined future Operational Period;

2. Command and General Staff ensuring that all know and are focused on their part of achieving those Objectives;
3. Planning Section posting Planning Cycle schedule and orchestrating the process;
4. Ops/Planning/Logistics Chiefs quickly expanding objectives into the strategies, operations organization, resources, and tactics needed to achieve them; and sharing this information with all in the ICP;
5. Each ICS position contributing their information/arrangements to support Objectives at the right time in the Planning Cycle; and
6. Each position providing the support that they are responsible for to achieve current objectives (as the planning cycle repeats for the next Operational Period's objectives) and supporting colleagues doing the same.
7. Success!!!!

Best,
Jim