



# Daily Operations Briefing

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April 8, 2020

0800 Hours

# Welcome – Planning Section Chief

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1. **Welcome & Introductions**
2. **Expected Outcomes**
  - A. Transfer of information
  - B. Hand off duties
  - C. Clarify expectations for the day
  - D. Execution of Incident Action Plan (IAP)
3. **Ground Rules**
  - A. Cell phones and radios off/silent
  - B. Minimize side-bar conversations
  - C. Stick to the agenda

Welcome!



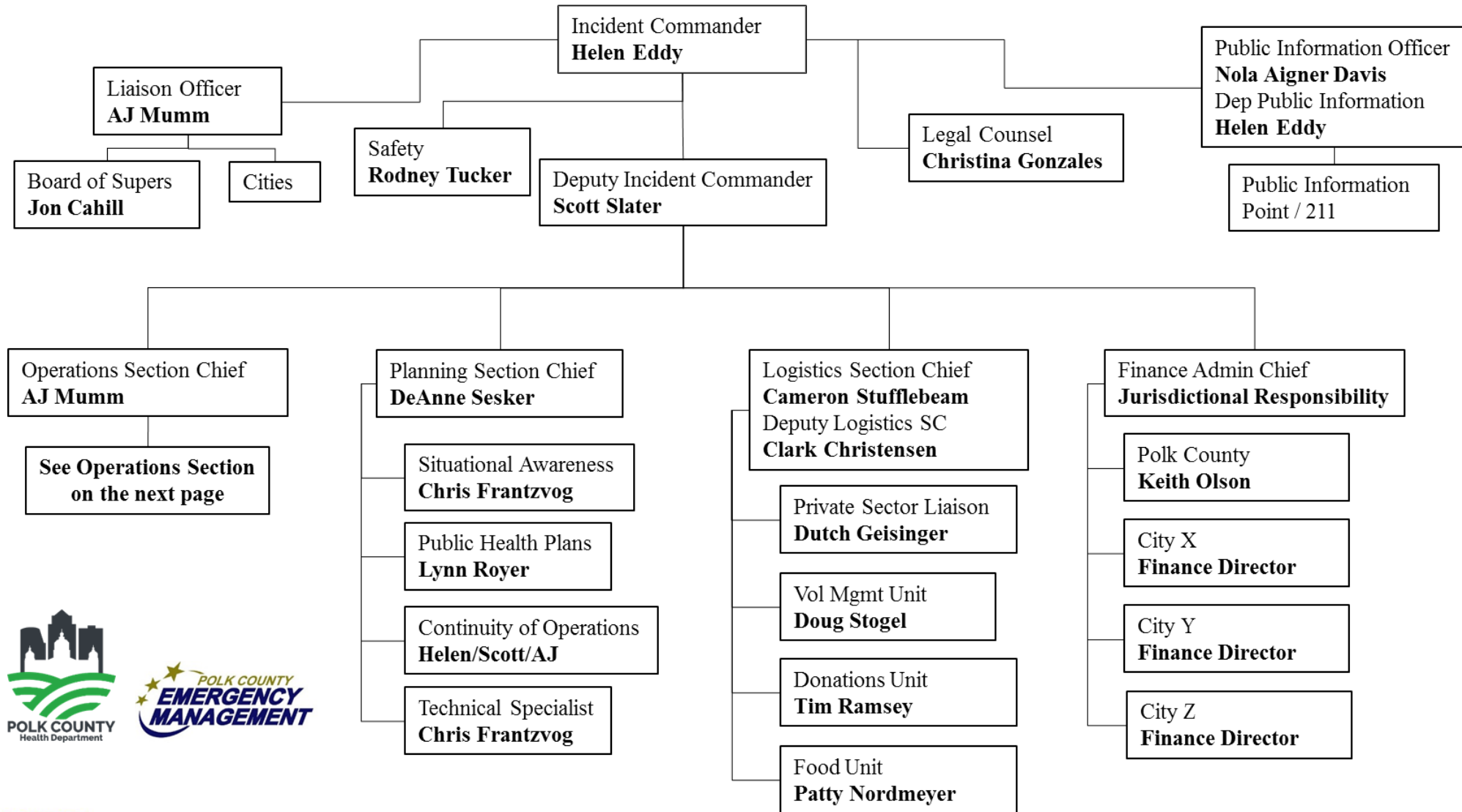
# Opening Comments

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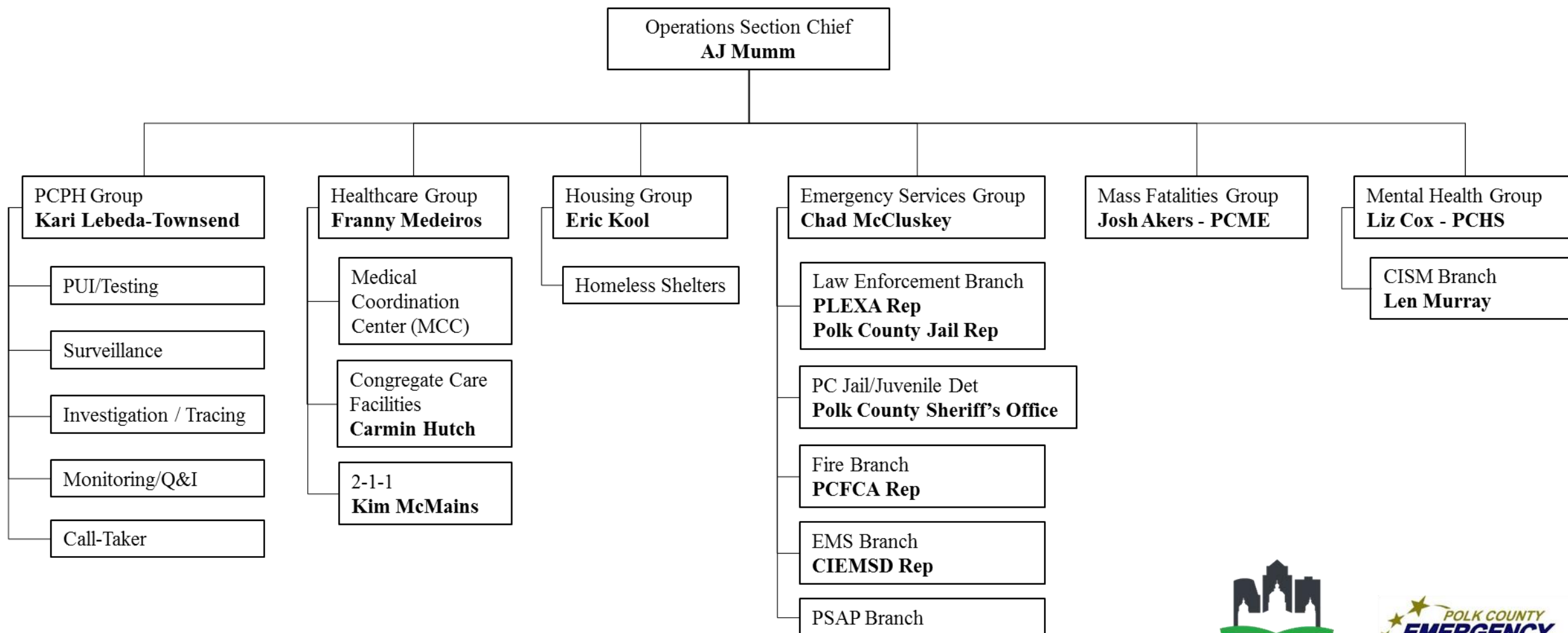
**Helen Eddy – Incident Commander**

**Polk County Public Health Director**

# CORONAVIRUS COVID-19 ORGANIZATIONAL CHART (04/01/20)



# Operations Section

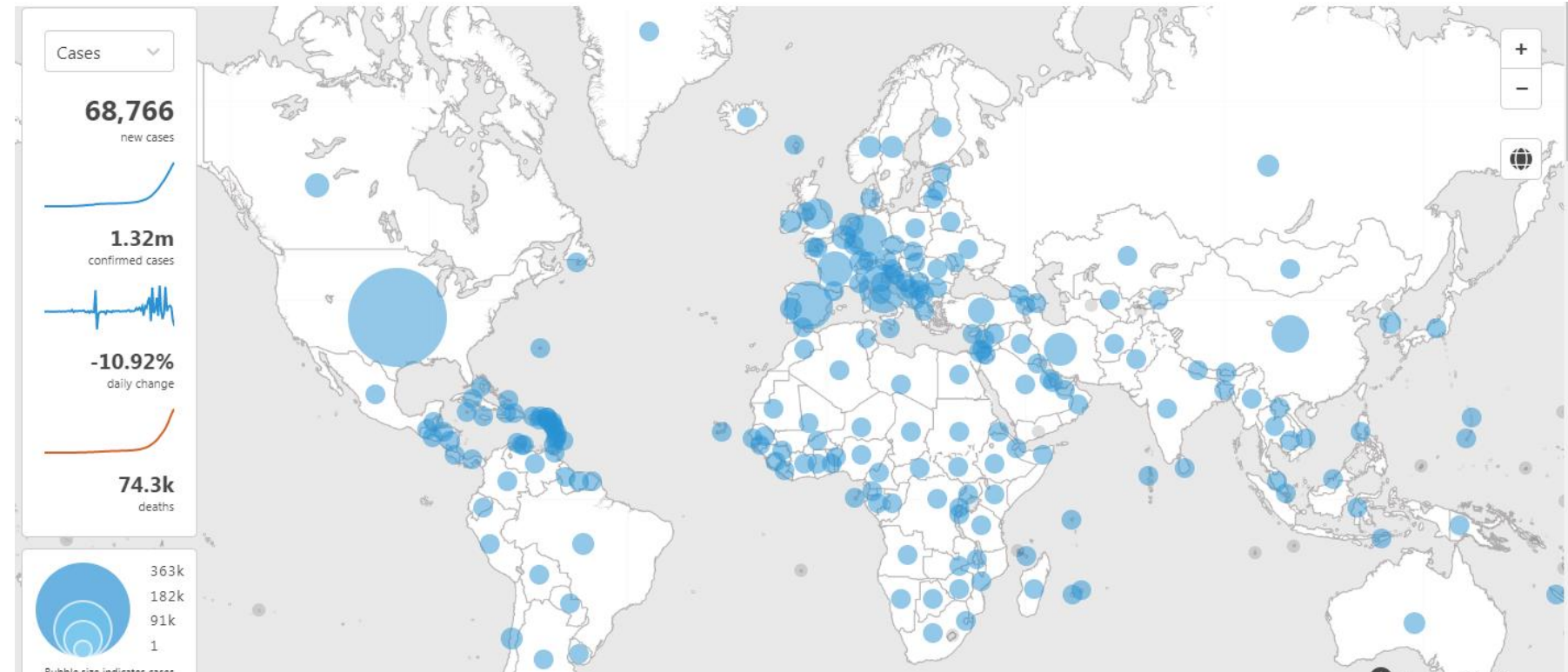




# Global Situation Update

World Health Organization  
New cases

+8,434 from yesterday

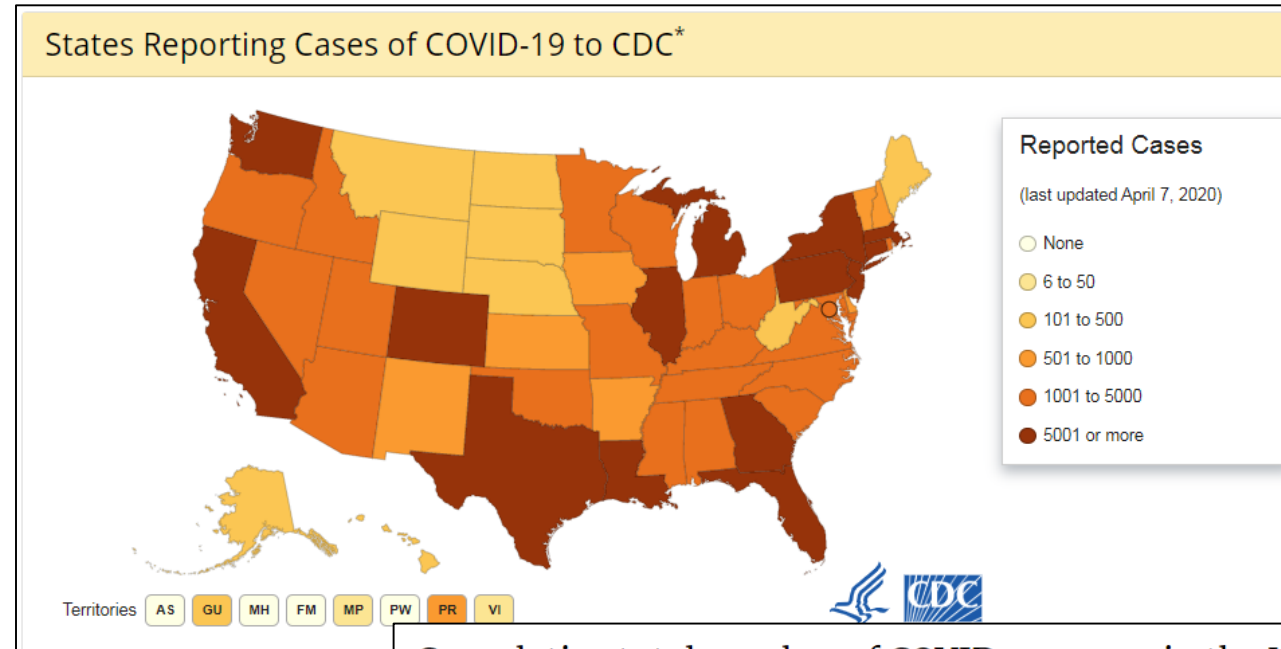


<https://experience.arcgis.com/experience/685d0ace521648f8a5beeeee1b9125cd>

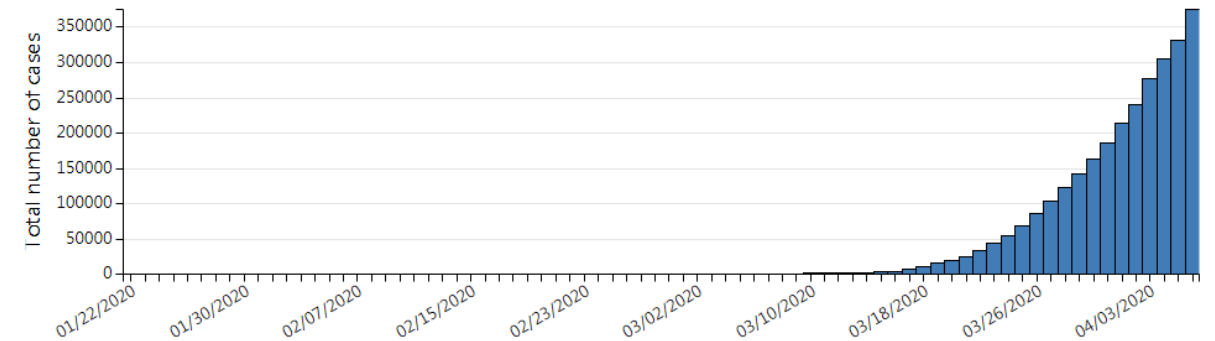
# U.S.A. Situation Update

Centers for Disease  
Control and  
Prevention

Current Case  
Count: 304,826  
(+69,503 since previous day)



Cumulative total number of COVID-19 cases in the United States by report date, January 12, 2020 to April 6, 2020, at 4pm ET (n=374,329)\*†



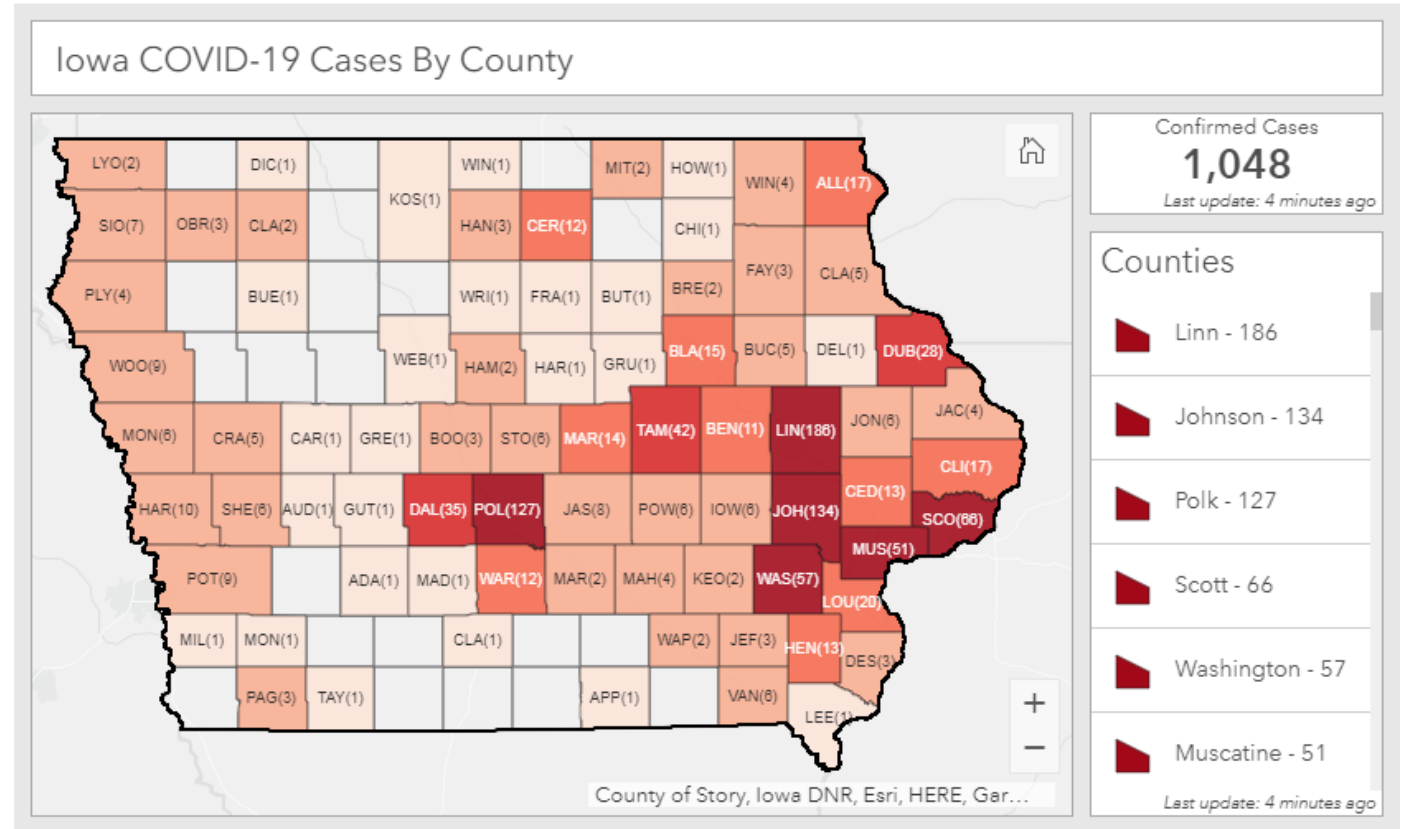
<https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/cases-in-us.html>

# Iowa Situation Update

## Iowa Department of Public Health

### Number of Confirmed COVID-19 Cases in Iowa

Confirmed	1,048 (+102)
Hospitalized (prev 24 hours)	104
Recovered (prev 24 hours)	89
Deaths	26 (+1)



<https://idph.iowa.gov/emerging-health-issues/novel-coronavirus>

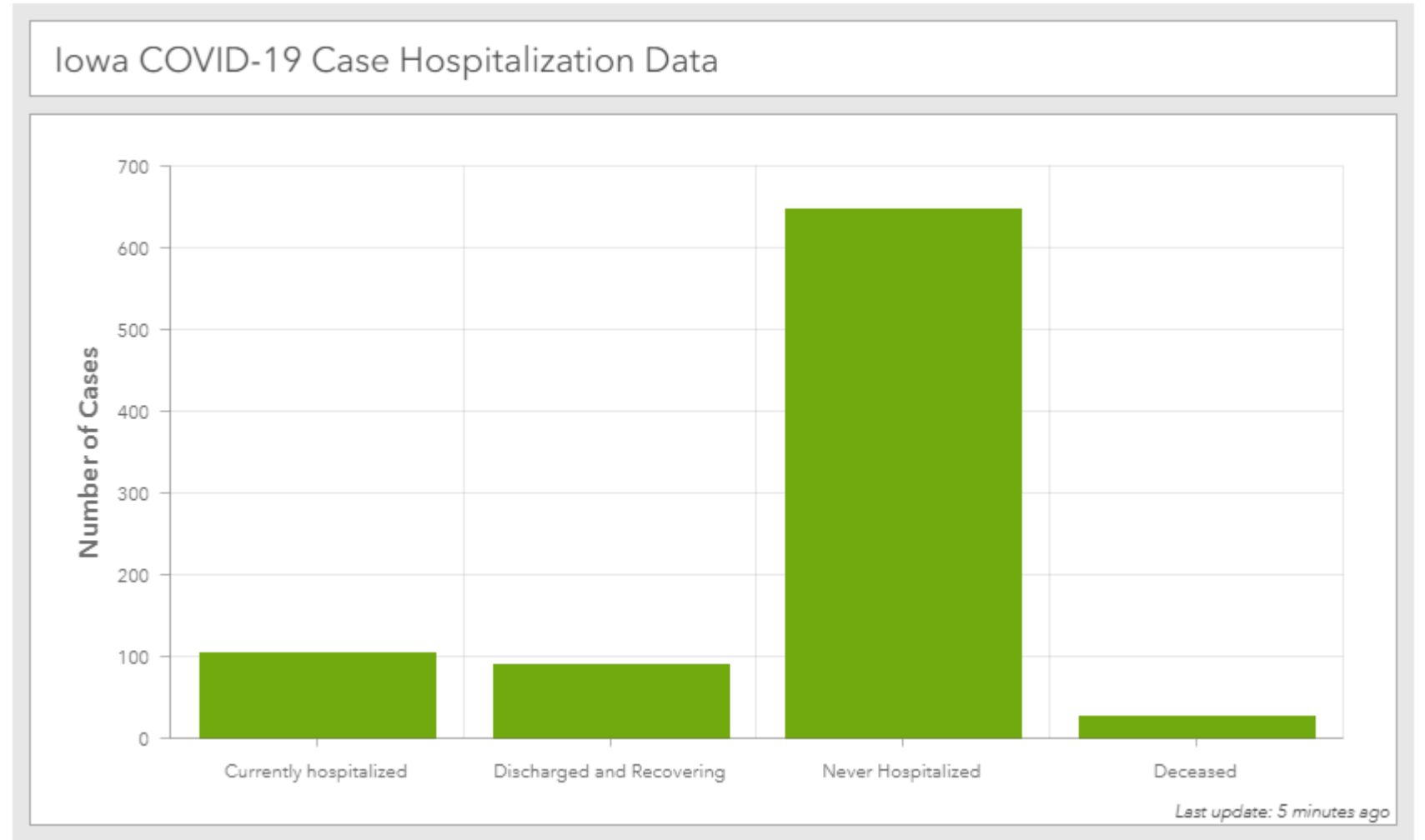


# Iowa Situation Update

Previous day's snapshot for a 24-hour period. Data is NOT cumulative.

## Hospitalization Data

## Iowa Department of Public Health

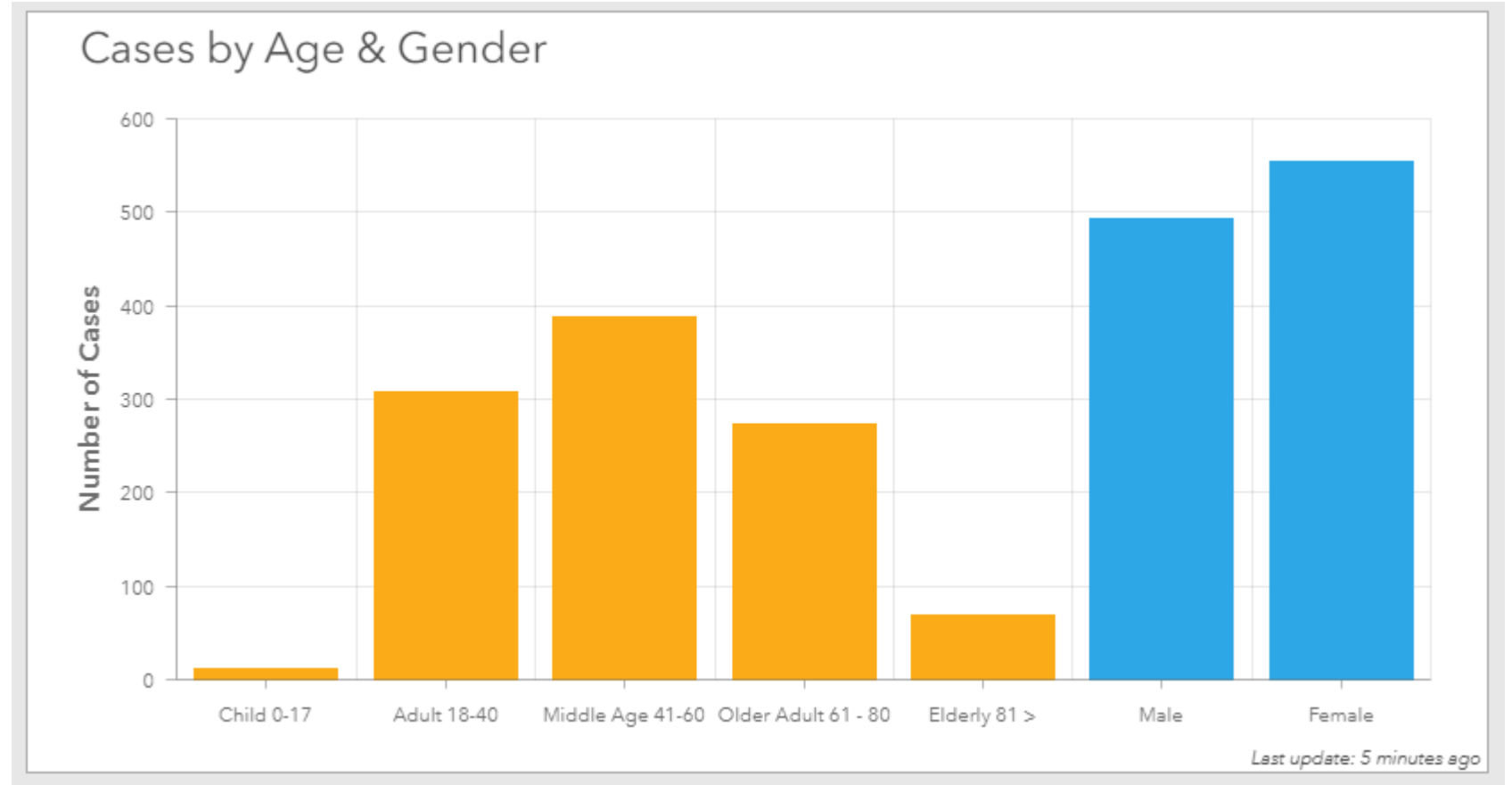


<https://idph.iowa.gov/emerging-health-issues/novel-coronavirus>

# Iowa Situation Update

Age & Gender

Iowa Department  
of Public Health



<https://idph.iowa.gov/emerging-health-issues/novel-coronavirus>

# Polk County Confirmed COVID-19 Cases



Number of Confirmed COVID-19 Cases in Polk County	
Tested	2,353 (+211 since previous day)
Confirmed	136 (+7 since previous day)
Active cases	69
Hospitalized (past 24 hrs only)	17 (inpatient on 4/7)
Recovered	77 (+10 since previous day)
Deaths	5 (+0 since previous day)

(Numbers are correct and adjusts the lag time between IDPH website updates)



# PCPH Group – Kari Lebeda-Townsend, PCHD

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## Recent Accomplishments

- Case management, contact tracing and follow-up continues
- New procedures for internal tracking system
- Finalized a process for REDCap data entry
- Added an additional RN to staff
- Locations and approaches to increase CD team staff capacity

# PCPH Group – Kari Lebeda-Townsend, PCHD



Objectives	Due Date
Addressing school return questions and children on immunization provisional waivers	Monitoring
Prepared to increase CD team staff capacity	Ongoing
Develop position job aid to document processes for continuity	4/1
Identify the technology that is required for your Section/Group to work virtually and identify gaps	4/6
Prepare a plan that will identify and describe how your Section/Group will work virtually	4/8
Identify successor	4/8
Fill any gaps that will allow virtual EOC work to continue	4/9
Test/validate virtual EOC operations	4/10



# Medical Coord Ctr (MCC) Group – Franny Medeiros, PCHD

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## Recent Accomplishments

- Hospital systems standardized surge plans
- Hospital Mutual Aid reviewed
- Clarification from state on regional plan process
- 2-1-1 is capturing symptomatic calls vs worried well now, which provides additional surveillance
- Hospital form from RMCC completed
- Airway bypass added to EMResource
- Capturing data on a daily basis

# Medical Coord Ctr (MCC) Group – Franny Medeiros, PCHD



Objectives	Due Date
Collaborate with IANG LNO on regional plans within Service Area 1	Ongoing
Coordinate with RMCC on their operations	Ongoing
Coordinate with LTC facilities	Ongoing
Develop position job aid to document processes for continuity	4/1
Continue PPE discussion to come to a hospital system agreement	4/3
Identify the technology that is required for your Section/Group to work virtually and identify gaps	4/6
Prepare a plan that will identify and describe how your Section/Group will work virtually	4/8
CMO patient populations to non-traditional locations	4/8
Fill any gaps that will allow virtual EOC work to continue	4/9
Test/validate virtual EOC operations	4/10
Provide morgue plan process to PCME	4/10
Identify and develop non-hospital patient care locations and processes	4/10
Implement Ethical Standards of Care	4/24
Define processes to utilize skilled care facilities	4/24

# Metro Hospital Status Report



Metro Hospital Status As of 4/7/2020		Tier Color	Positive Hospitalizations	PUI	Staffing	Logistics
MercyONE	AM		17	19		
	PM					
Broadlawns	AM		0	3		
	PM					
UnityPoint Health - Des Moines	AM		9	17		
	PM					
VA - Central Iowa Healthcare System	AM		2	2		
	PM					

# Congregate Care Group – Carmin Hutch, PCHD

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## Recent Accomplishments

- Managing 5 impacted facilities

# Congregate Care Group – Carmin Hutch, PCHD



Objectives	Due Date
Identify successor	4/8
Test/validate virtual EOC operations	4/10
Coordinate with Mental Health Group on transport of group home patients	
Provide guidance on staffing recommendations and how to minimize exposure to “narrow the web” across group home locations	



# Mental Health Group – Liz Cox, Polk County Health Services



## Recent Accomplishments

- Established a hotline for medical staff & emergency responders to support their own mental health
- Launched social media, PSAs and resource tool kit for mental health
- Mental health support via 211 is live
- Published list of providers accepting new telehealth mental health patients
- Funding approved to equip consumers with phones for telehealth services
- Finalized and shared a draft family plan for emergency responders
- Connected mental health group homes with Operations – PCHD
- Coordinated respite services for parents of kids with special needs
- Succession planning/successor identified

# Mental Health Group – Liz Cox, Polk County Health Services



Objectives	Due Date
Continue connecting with volunteers with home-bound people	Ongoing
Equip (purchase) consumers with phones for telehealth services	Ongoing
Coordinate with Legal Aid	4/8
Review protocols with EMS and Group Home providers	4/10
Begin the development of an emergency responder and medical provider feeling appreciated and supported campaign	4/15

# Mass Fatalities Group – Dr. Joshua Akers, PCME Office

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## Recent Accomplishments

- Reached out local funeral homes to exchange information about COVID
- Spoke with Iowa Office of the State Medical Examiner (IOSME)
- Discuss National Guard plans with IOSME

# Mass Fatalities Group – Dr. Joshua Akers, PCME Office



Objectives	Due Date
Surge plan for mass fatalities	Ongoing
Monitor death trends	Ongoing
Discuss hospital morgue storage	4/6
Identify the technology that is required for your Section/Group to work virtually and identify gaps	4/6
Meeting with funeral homes and State ME to discuss needs moving forward	4/8
Identify successor	4/8
Fill any gaps that will allow virtual EOC work to continue	4/9
Test/validate virtual EOC operations	4/10
Follow-up with funeral homes regarding morgue capacity	4/10

# Housing Group – Eric Kool, Polk County Comm, Family, Youth Services

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## Recent Accomplishments

- Identify and provide entertainment options for residents
- Identified connections for client supports – MIS and HMIS
- Identified discharge transportation options
- Contracts executed for security, laundry and meals for the Isolation Shelter
- Arranged alternative housing for Polk County essential employees



# Housing Group – Eric Kool, Polk County Comm, Family, Youth Services



Objectives	Due Date
Continue to interview and hire staff	Ongoing
Confirm parameters of information sharing for client support and release. Awaiting	3/31
Coordinate with Central Intake/PHC on the expansion of rapid re-housing for families on wait lists or in shelters	Ongoing
Identify the technology that is required for your Section/Group to work virtually and identify gaps	4/6
Prepare a plan that will identify and describe how your Section/Group will work virtually	4/8
Identify successor	4/8
Coordinate with PIO and BOS to share financial coaching availability	4/9
Fill any gaps that will allow virtual EOC work to continue	4/9
Test/validate virtual EOC operations	4/10
Develop a task list required for Isolation Shelter demobilization	5/1

# Emergency Services Group – Common Accomplishments

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## Recent Accomplishments

- Primary alternative (Phase 1) housing location for emergency services is open and ready to receive responders
- Childcare options and process has been developed and distributed to all organizations
- Support and communicate 211 and other mental health resources and family planning for emergency responders (CISM and peer support)
- LE agency tiered mutual aid response provided to PSAPs via E911 Coordinator (FD/EMS Teams Cards already in place)

# Emergency Services Group – Common Objectives



Objectives	Due Date
Plans for secondary locations for first responder alternative housing	Ongoing
Prepare a plan that will identify and describe how your Section/Group will work virtually	4/8
Fill any gaps that will allow virtual EOC work to continue	4/9
Test/validate virtual EOC operations	4/10

# Law Enforcement Branch – PLEXA

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## Recent Accomplishments

- Primary alternative (Phase 1) housing location for emergency services is open and ready to receive responders
- A spreadsheet was developed for mutual aid during staff shortages; PSAP collaboration for critical staffing for essential services and modeling has begun
- Childcare options and process has been developed and distributed to all organizations
- Support and communicate 211 and other mental health resources for emergency responders
- Position job aid to document processes developed for continuity

# Law Enforcement Branch – PLEXA



Objectives	Due Date
Test/validate virtual EOC operations	4/10



# EMS Branch – CIEMSD



## Recent Accomplishments

- Primary alternative (Phase 1) housing location for emergency services is open and ready to receive responders
- Confirmed process for exposure reporting for EMS providers/HC workers
- Childcare options and process has been developed and distributed to all organizations
- Support and communicate 211 and other mental health resources for emergency responders
- Confirmed the logistics app is working
- Approval of medical directors to implement assess and refer protocol
- Airway Management Diversion Protocol implemented

# EMS Branch – CIEMSD



Objectives	Due Date
Finalize first responder alternative housing plans	Ongoing
Approve a word document to support the flow chart, with PCHD, on the process of communicating test results post-transport	4/3
Protocol 36 pandemic protocol for EMD - PSAPs	4/10
Pandemic Triage and Transport Plan	4/10
Alternative transport destinations	4/10
Test/validate virtual EOC operations	4/10

# Fire Service Branch – PCFCA

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## Recent Accomplishments

- Primary alternative (Phase 1) housing location for emergency services is open and ready to receive responders
- Childcare options and process has been developed and distributed to all organizations
- Support and communicate 211 and other mental health resources for emergency responders

# Fire Service Branch – PCFCA



Objectives	Due Date
Test/validate virtual EOC operations	4/10

# Operations Section Chief – A.J. Mumm, Polk Co EMA

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## Recent Accomplishments

- Unification of LE, Fire and EMS strategy on Alternative Housing
- Provide working space for R-MCC
- Integrate PSAP (911 Call Centers) representatives into EOC
- Define the coordination required between Ops and Logs for resource management

# Operations Section Chief – A.J. Mumm, Polk Co EMA



Objectives	Due Date
Develop position job aid to document processes for continuity	4/1
Review epidemiological modeling data developed, review planning assumptions based on data	4/3
Merge MCC and the RMCC into the Polk County EOC physical space	4/6
Utilization of Air B and B, etc into alternative strategies	4/6
Identify the technology that is required for your Section/Group to work virtually and identify gaps	4/6
Prepare a plan that will identify and describe how your Section/Group will work virtually	4/8
Identify successor	4/8
Fill any gaps that will allow virtual EOC work to continue	4/9
Test/validate virtual EOC operations	4/10
Prepare to develop recovery strategies	4/10
Discussion with Operations Section of how to coordinate virtually	4/10

# Logistics Section Chief – Cameron Stufflebeam, Polk Co EMA

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## Recent Accomplishments

- Application for ordering PPE is working
- Contact w/LTHC oversight and outreach w/MCC
- Logistics email: **logistics@polkcountyiowa.gov**
- Request process for other items than PPE
- Guidance for resource requests was distributed via DLAN
- Medical Supply Specialist on-site
- Community Lifelines\* have been added to the Priority 2 PPE group
  - \*FEMA definition

# Logistics Section Chief – Cameron Stufflebeam, Polk Co EMA



Objectives	Due Date
10-day plan and re-order process Alternate sourcing WebEOC clean-up and entry State asset delivery and distribution	Ongoing
Volunteer management process	4/2
Warehouse management process	4/2
Identify the technology that is required for your Section/Group to work virtually and identify gaps	4/6
Prepare a plan that will identify and describe how your Section/Group will work virtually	4/8
Identify successor	4/8
Fill any gaps that will allow virtual EOC work to continue	4/9
Test/validate virtual EOC operations	4/10
Demobilization	4/17



# Resource Management Status



	Total Requests	Total Requests Filled	Total Requests Partially Filled	Total Items Requested	Total Items Issued
31-Mar	18	5	13	34,236	9,967
1-Apr	17	6	11	23,428	17,428
2-Apr	8	3	5	5,303	4,704
3-Apr	23	12	11	10,398	9,171
6-Apr	12	2	10	18,363	9,005
7-Apr	7	2	5	5,408	1,638
8-Apr	16	9	7	13,796	13,028
9-Apr					
10-Apr					
Totals	101	39	62	110,932	64,941

# Logistics Section – Dutch Geisinger, Safeguard Iowa

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## Recent Accomplishments

- Maintaining Q&A on [safeguardiowa.org](http://safeguardiowa.org)
- Monitoring federal trends through FEMA CIKR and CISA calls
- Working with OSHA and DOL to answer questions for private sector
- Working with Hawkeye hotels on alternative housing for medical, NG, and responders
- Acquired a list of companies that are manufacturing PPE

# Logistics Section – Dutch Geisinger, Safeguard Iowa



Objectives	Due Date
Address concerns from private sector	Ongoing
Continue adding to scam and FAQ page	Ongoing
Discussion with IEDA on recovery and messaging to businesses	Ongoing
Continue to support private sector and government requests for resources	Ongoing
Identify successor	4/8
Identify specific donors for needed items	4/8
Guidance from OSHA on employee protection	4/8
Test/validate virtual EOC operations	4/10

# Logistics Section – Volunteer Mgmt Unit – Doug Stogel, Polk County CFYS

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## Recent Accomplishments

- Alignment with United Way to support volunteer management

# Logistics Section – Volunteer Mgmt Unit – Doug Stogel, Polk County CFYS



Objectives	Due Date
Identifying county employees to be used as volunteers	Ongoing
Develop position job aid to document processes for continuity	4/1
Connect with Volunteer Iowa to better understand their processes	4/1
Develop a volunteer management flow process	4/2
Identify successor	4/8
Test/validate virtual EOC operations	4/10

# Logistics – Food Unit – Patty Nordmeyer

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- Sign-up at the front desk by 10:00
- Use provided, disposable utensils – do not share
- Food schedule
  - Wednesday – Iowa Tap Room
  - Thursday – The Tavern
  - Friday – Fireside Grill

# Planning Section Chief – DeAnne Sesker, Polk Co EMA

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## Recent Accomplishments

- Developed position job aid for continuity
- Established a process to collect, prepare and produce incident documentation on a daily basis

# Job Aids and Successors

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- Job Aids

- Planning Section
- Finance/Admin
- PIO
- Housing
- Emergency Services

- Successors Identified

- PIO
- Emergency Services
- Finance/Admin



# Planning Section Chief – DeAnne Sesker, Polk Co EMA



Objectives	Due Date
Gather Group accomplishments and objectives for next day	Ongoing
Prepare for the next day's daily briefing	Ongoing
Conduct Weekly Stakeholder Briefing	Every Tuesday
Prepare for Tuesday's Stakeholder Briefing	Every Monday
Collaborate with each Section Chief or Group Supervisor to prepare for virtual operations	4/8
Identify successor	4/8
Conduct 4/10 morning briefing virtually	4/10

# Finance Section – Keith Olson, Polk County Auditor's Office and Scott Slater, Polk County Public Health

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## Recent Accomplishments

- COVID-19 Crisis Response Supplemental Funding contract approved by BOS 4/7/2020
- Reviewed funding parameters and work with staff to identify needs and appropriate expenditures
- Developed a plan with Auditor's Office to assure eligible expenditures are being captured and coded to supplemental health grant
- Polk County government has completed a Request for Public Assistance (RPA) to FEMA cover all county departments

# Finance Section – Keith Olson, Polk County Auditor’s Office and Scott Slater, Polk County Public Health



Objectives	Due Date
Gathering costs from each partner on projected costs per activity and initial IDPH approval	Ongoing
Coordinate between Housing Group F/A and BOS re: reimbursement and stimulus impacts	Ongoing
Prepare a plan that will identify and describe how your Section/Group will work virtually	4/8
Fill any gaps that will allow virtual EOC work to continue	4/9
Test/validate virtual EOC operations	4/10

# Public Information Officer – Nola Aigner Davis, Polk Co Health

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## Recent Accomplishments

- Working with JIC to answer media requests
- Social media graphics/website updates
- Added financial resources to website
- Ongoing conversations with refugee/immigrant organizations to provide COVID-19 resources.

# Public Information Officer – Nola Aigner Davis, Polk Co Health



Objectives	Due Date
Working with refugee/immigrant population	Ongoing
Update website and social media	Ongoing
Work on MCC communication needs with JIC	Ongoing
Work with refugee messaging and information sharing	4/9
Media campaign for schools and mental health	4/9
Test/validate virtual EOC operations	4/10
PSA for Financial Empowerment Center	4/17
Conduct a financial Town Hall	4/17

# Current Focus Areas - PSC

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- COVID-19 testing
- Alternative housing
- Surge capacity
- Resource management
- Continuity Planning
- Ethics/Crisis Standards of Care

# Ongoing Initiatives - PSC

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- Rumor control
- Law Enforcement
- Critical infrastructure
- Food pantry (monitoring)
- Mass fatality planning

# Emerging Priorities - PSC

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- Demobilization
- Recovery



# Safety Officer – Polk County Risk Management

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## Safety Top 5

1. Wash your hands / use sanitizer frequently
2. Take your temp –  $\leq 100.4$
3. Sleep
4. Monitor stress
5. Drink water / healthy foods

## Hazardous Weather Outlook Today

High near 69, breezy and possible thunderstorms in the afternoon. Low of 29.

## Thursday - Friday

Thursday will be cloudy, high near 49, windy.

Friday will be sunny high near 54.

## Spotter Activation Statement

- Spotter Activation is not expected

# Policy Group – Supervisor Matt McCoy, Polk Co BOS



1. Reviewing stimulus package and will be pushing out messaging
2. Master agreement with Marriott Courtyard -Ankeny for Polk County employees who may be exposed
3. Alternative election location and staff planning
4. CISS numbers are high; will look for ways to support
5. \$40M for Iowa to support homelessness needs/housing
6. Recovery – guidance for re-opening or alternative options until re-opening for various businesses/attractions
7. Information on/help with financial crisis management for families
8. Election planning
9. Immigrant/refugee messaging
10. Small business grants being developed; non-profit support
11. Federal advocate to breakdown the CARES Act
12. Strengthen messages to business community and refugee employees

# Weekly Meetings at a Glance



	Monday	Tuesday	Wednesday	Thursday	Friday
800	Daily Briefing (Z)	Daily Briefing (Z)	Daily Briefing (Z)	Daily Briefing (Z)	Daily Briefing (Z)
830					
900			County EMA / HSEMD (C)		
930					
1000					
1030		Weekly Stakeholders Briefing (Z)			
1100	Gov Press Conference	Gov Press Conference	Gov Press Conference	Gov Press Conference	Gov Press Conference
1130					
1200	Law Enforcement (C)	Shelters (C)	Law Enforcement (C)	HCC / IDPH (Z)	Law Enforcement (C)
1230					
1300		Critical Infrastructure Partners (Z)	Food Bank (C)	Dallas County Briefing (Z)	
1330					
1400		Chief Medical Officers (C)		Chief Medical Officers (C)	
1430					
1500					
1530				Mass Fatalities (Z)	
1600	EMS (Z)	EMS (Z)	EMS (Z)	EMS (Z)	EMS (Z)
1630					
1700					

# BIG WINS!



What	Who
2-1-1 for the public, clinical and responder audiences	Healthcare and Mental Health Groups
Town Halls/media coverage	PIO
Isolation Shelter	Housing Group
Social media and PCHD website	PIO
Partnering with United Way for volunteer management	Volunteer Management Branch
Establishment of the Medical Coordination Center in the EOC	Healthcare Group
Development of the resource ordering application and process	Healthcare Group Logistics Section
Identified alternative housing for first responders	Emergency Services Branch

What	Who
Clarification on exposure criteria for responders	CIEMSD
Ongoing capture of successes/best practices	Planning Section Chief
Mitigation strategies implemented	County Jail and Juvenile Detention
Emerging Infectious Disease Surveillance tool	CIEMSD
Strong and resilient Communicable Disease Team nurses	Communicable Disease Team
Airway bypass added to EMResource	Healthcare Group – CIEMSD
MOAs returned from all partners	Healthcare Group – MCC
Logistics ordering process communicated	Logistics

# Q&A



# Closing Comments

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Adjourn