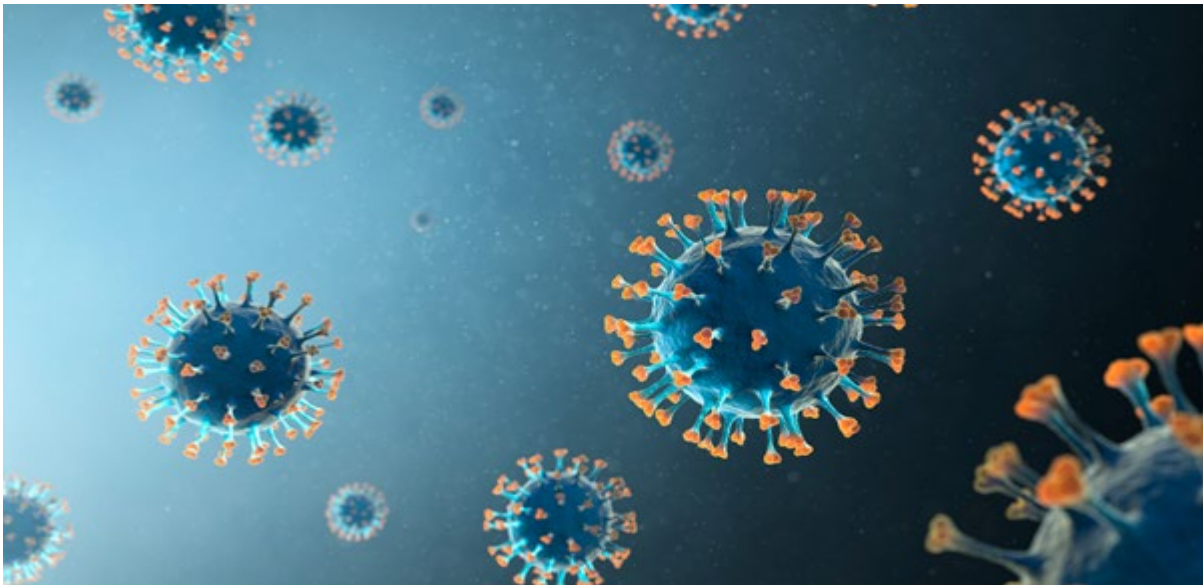


# **COVID-19**



## **All Hazards Incident Management Team**



**5/15/2020 thru 5/18/2020**  
**For Official Use Only**

CONFIDENTIAL NOT SUBJECT TO PUBLIC RELEASE PURSUANT TO A.R.S. SECTION 41-1805.

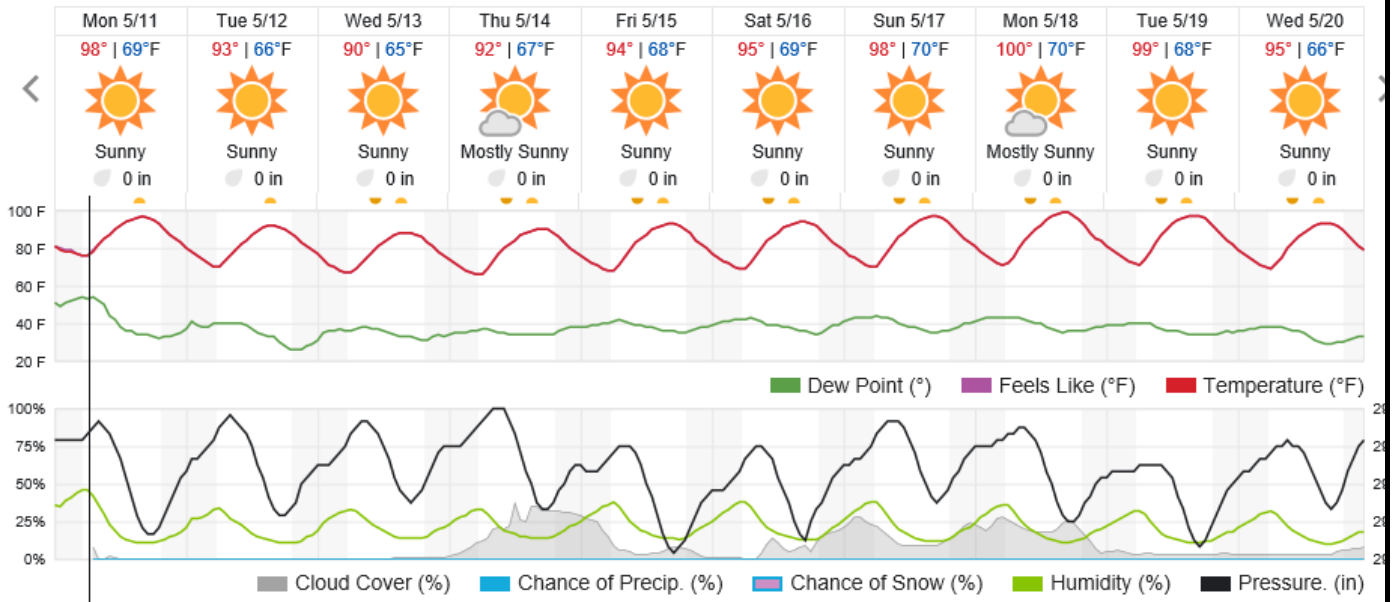
## Incident Objectives List (ICS 202)

1. Incident Name	2. Date Prepared	3. Time Prepared
City of Scottsdale COVID-19	5/14/2020	1300
4. Operational Period (Date and Time)		
From: 5/15/2020 at: 0800 To: 5/18/2020 at: 0800		
5. General Control Objectives for the Incident (include Alternatives)		
Ensure the focus supports the safety of City of Scottsdale employees.		
Mitigate stress and fear through clear, concise, and frequent communications while respecting individual privacy laws.		
Provide internal and external stakeholders and partners with on-going public health intelligence-sharing opportunities.		
Provide on-going updates and Public Health recommendations from known official sources to Scottsdale citizens, visitors and employees.		
Maintain detailed plans, meeting notes, and documents for future reference and after-action reporting.		
Monitor PPE supply inventory and distribution to ensure availability for employees at high risk.		
Accurately document all financial expenditures related to COVID-19 for future reimbursement.		
Develop and review clear messaging with Scottsdale employees about the City's Continuity of Government (COOP) plans.		
Develop and plan for city-wide recovery services for all city of Scottsdale employees, partners and citizens.		
<p>Values at Risk:</p> <ul style="list-style-type: none"> <li>• City of Scottsdale employees, partners, stakeholders, visitors and citizens</li> <li>• Continuity of Government (COOP)</li> </ul>		
<p>Operational Period Command Emphasis:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> To protect HIPPA compliance issues, affected employees should remain in direct contact with MCDPH experts regarding any questions or medical care concerns for themselves or their family members. The remaining IMT is developed to support the individuals through other non- personal health issues.</li> <li><input type="checkbox"/> General Situational Awareness</li> <li><input type="checkbox"/> Wash your hands often, use alcohol-based sanitizer, stay home when sick, cough or sneeze into tissue and throw away</li> </ul>		
6. Weather Forecast for Operational Period		
<b>PLEASE SEE ATTACHED WEATHER FORECAST.</b>		
7. Intelligence		
NO REGIONAL, LOCAL OR SITE-SPECIFIC INTEL WARRANTING AN ELEVATED SECURITY POSTURE.		
8. Attachments (check if attached)		
Organization List (ICS 203) Assignment List (ICS 204) Communications Plan (ICS 205)	Medical Plan (ICS 206) Incident Map Traffic Plan	General Forecast Fire Behavior
9. Prepared by:  Darcy Nichols	10. Approved by (IC)  Troy Lutrick AH-ICT3	

## Weather Forecast for Operational Period

<b>1. Event / Incident Name</b>	<b>2. Operational Period</b>	
City of Scottsdale COVID-19	From: 5/15/2020 0800	To: 5/18/2020 0800
<b>3. Forecast Area</b>		
<b>LAT 33° 29.2146N / LONG 111° 51.845W</b>		
<b>Scottsdale, Arizona</b>		

### 10 Day Forecast



**Friday:** Mostly sunny. High 95 . Winds 3-7 mph

**Saturday:** Sunny. High 98. Winds 3-8 mph

**Sunday:** Mostly sunny. High 100. Winds 3-8 mph

**Monday:** Sunny. High 101. Winds 3-11 mph

<b>9. Prepared by (Name and Position)</b>	<b>Date and Time</b>
Darcy Nichols	5/14/20 @ 1300

## Organizational Assignment List (ICS 203)

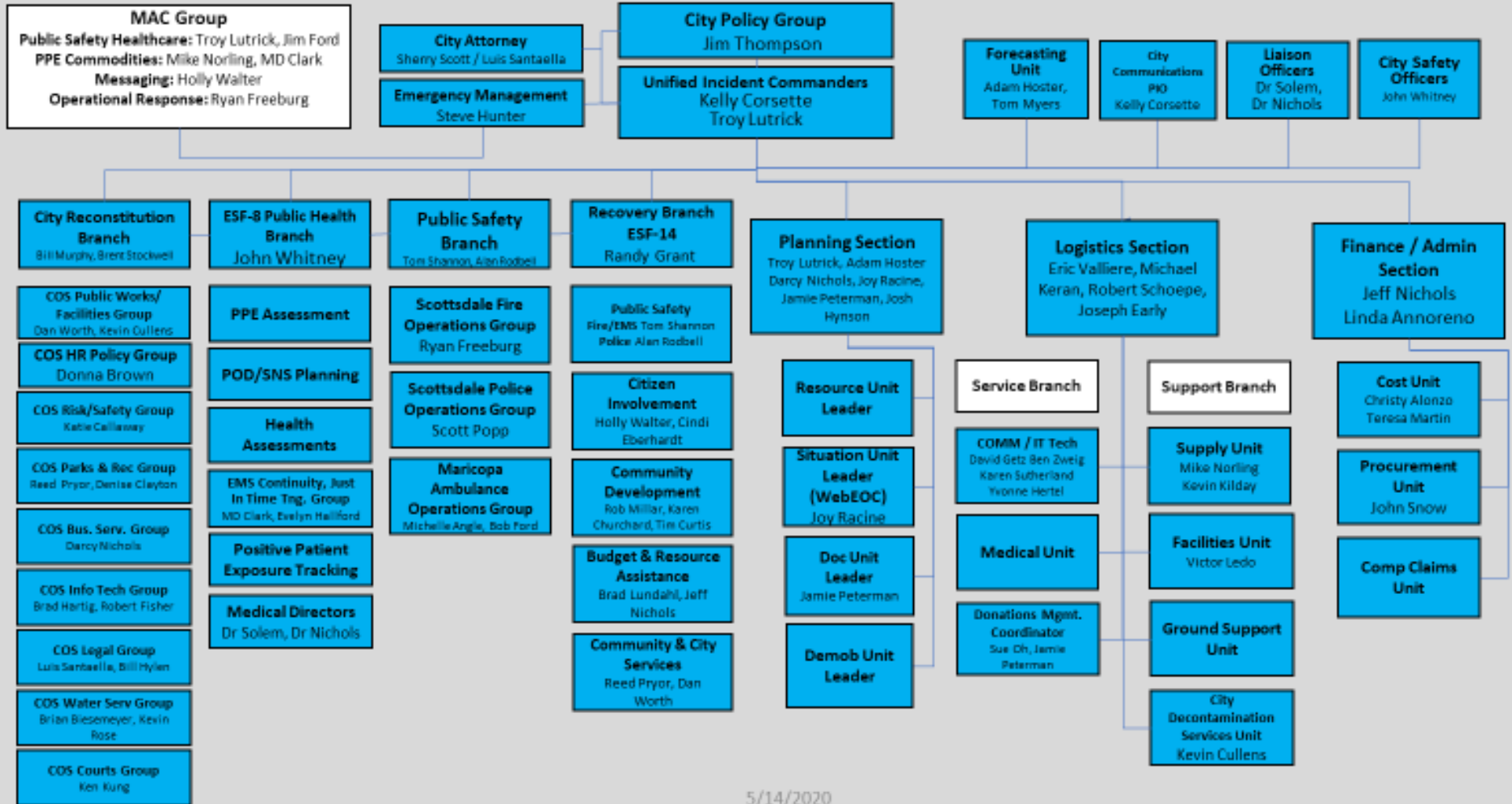
ORGANIZATION ASSIGNMENT LIST		9. Operations Section	
<b>1. Incident Name</b>		Operations	Ryan Freeburg, Scott Popp
City of Scottsdale COVID-19			
<b>2. Date</b>	<b>3. Time</b>	<b>a. Branch I - City Continuity Branch</b>	
5/14/2020	1300	Branch Director	Bill Murphy / Brent Stockwell
<b>4. Operational Period</b>		Deputy	
From: 5/15/2020 0800	To: 5/18/2020 0800	HR Policy Group	Donna Brown
<b>5. Incident Commander and Staff</b>		Public Works Group	Dan Worth / Kevin Cullens
Incident Commander	Troy Lutrick / Kelly Corsette	Risk / Safety Group	Katie Callaway
Deputy Incident Commander		Parks & Rec Group	Reed Pryor / Denise Clayton
Deputy EM	Steve Hunter	Business Services Group	Darcy Nichols
Forecasting Unit	Adam Hoster / Tom Myers	Info Tech Group	Brad Hartig / Robert Fisher
Liaison Officer	Dr. Casey Solem / Dr. Mathew Nichols	Legal Services Group	Luis Santaella / Bill Hysten
Public Information Officer	Kelly Corsette / Adam Hoster	Water Services Group	Brian Biesemeyer / Kevin Rose
Safety Officer	John Whitney	Court Services Group	Ken Kung
<b>6. Policy Group</b>		<b>b. Branch II - Public Safety Branch</b>	
City Policy Group Leader	Jim Thompson	Branch Directors	Tom Shannon / Alan Rodbell
Mayor	Jim Lane	Fire Operations Group	Ryan Freeburg
Vice Mayor	Kathy Littlefield	Police Operations Group	Scott Popp
City Attorney	Sherry Scott/ Luis Santaella	Maricopa Ambulance Ops Group	Michelle Angle, Bob Ford
City Treasurer	Jeff Nichols		
Police Chief	Alan Rodbell	<b>c. Branch III - Public Health Branch ESF - 8</b>	
Fire Chief	Tom Shannon	Branch Director	John Whitney
Communications/ Public Affairs Dir.	Kelly Corsette	PPE Assessment	
Emergency Manager	Troy Lutrick	POD/SNS Planning	
Honor Health EM	John Bartz, Michelle Pabis, Todd Larson	Health Assessments	
Mayo Clinic Hospital EM	Al Razo	EMS Continuity JIT Training	MD Clark / Evelyn Halford
		Positive Patient Exp Tracking	Shauna O'Dell
		Medical Directors	Dr. Solem / Dr. Nichols
<b>7. Planning Section</b>		<b>d. Branch III - Recovery Branch ESF - 14</b>	
Chief	Adam Hoster, Josh Hynson, Darcy Nichols, Joy Racine, Jamie Petermann	Branch Director	Randy Grant
Deputy	Steve Hunter	Public Safety	Tom Shannon, Alan Rodbell
Resource Unit		Citizen Involvement	Holly Walter, Cindi Eberhardt
Situation Unit / WebEOC	Joy Racine	Community Development	Rob Millar, Karen Churchar, Tim Curtis
Human Resources		Budget & Resource Assistance	Brad Lundahl, Jeff Nichols
Intelligence / TLO		Community and City Services	Reed Pryor, Dan Worth
Training Specialist			
Status Check-in			
DOC Unit Leader	Jamie Petermann		
Demob Unit Leader			
<b>8. Logistics Section</b>			
Chief	Eric Valliere, Michael Kieran		
Deputy	Robert Schoepe, Joseph Early		
Food Group			
Equipment Manager			
Supply Unit	Mike Norling, Kevin Kilday	<b>10. Finance Section</b>	
Facilities Unit	Victor Ledo	Chief	Jeff Nichols, Linda Annoreno
Ground Support Unit		Procurement Unit	John Snow
Communications Unit / IT Tech	David Getz, Ben Zweig, Karen Sutherland, Yvonne Hertel	Cost Unit	Christy Alonzo, Teresa Martin
Facilities Unit		Comps / Claims Unit	
Ground Support Unit		<b>Prepared By:</b>	
Donations Management	Jamie Peterman, Sue Oh	Darcy Nichols	



Medical Plan (ICS 206)									
1. Incident Name	2. Date Prepared	3. Time Prepared	4. Operational Period						
City of Scottsdale COVID-19	5/01/2020	0800	5/15/2020	at	0800	To	5/18/2020	at	0800
<b>5. Incident Medical Aid Station</b>									
Medical Aid Stations		Location				Paramedics			
						Yes		No	
COS Fire Stations		Throughout City				X			
<b>6. Transportation</b>									
<b>A. Ambulance Services</b>									
Name	Address			Phone		Paramedics			
						Yes		No	
Maricopa Ambulance	M601, M602, M603, M604, M605, M606, M607, M608, M610, M611, M612			Phoenix Fire Dispatch (TRO)				X	
Air Ambulance(s)	Multiple Vendors if needed			Phoenix Fire Dispatch (TRO)		X			
<b>B. Incident Ambulances</b>									
Name	Location			Phone		Paramedics			
						Yes		No	
<b>7. Hospitals</b>									
Name	Address	Travel Time		Phone	Helipad		Burn Center		
		Air	Ground		Yes	No	Yes	No	
HonorHealth Thompson Peak	7400 E. Thompson Peak Pkwy Scottsdale, AZ 85255			480-502-9922	X				X
Mayo Clinic Hospital	5777 E Mayo Blvd.			480-515-6296	X				X
HonorHealth Shea	9003 E Shea Blvd			480-391-7718	X				X
HonorHealth Osborn	7400 E Osborn Rd			480-941-0973	X				X
Valleywise Health Medical Center	2601 E. Roosevelt Street Phoenix, AZ 85008			602-344-5720	X			X	
<b>8. Medical Emergency Procedures</b>									
<p>The CDC, NAEMSP, and NHTSA Office of EMS and the IAFF make the following recommendations:          If the patient exhibits symptoms of an acute febrile** lower respiratory infection (fever, shortness of breath/difficulty breathing, cough). Place a surgical mask on the patient AND Obtain a detailed travel history to affected countries within the past 14 days or close contact with someone under investigation for 2019-nCoV • If there is a history consistent with concern for potential 2019-coronavirus (2019-nCoV), Initiate standard contact and airborne precautions (gloves, gown, N95 respirator) and eye protection (goggles) for EMS clinicians. • Notify the receiving hospital (according to local protocols) of potential infection as soon as possible to allow for emergency department preparation. • Use caution with aerosol generating procedures • Properly doff and dispose of PPE according to protocol. • Cleaning and disinfection using EPA registered disinfectants with known effectiveness against human coronaviruses. • Waste management per policy for medical waste (red bag). • Continue to work with your agency infection control staff and local hospitals, emergency department and public health agencies to coordinate all response activities and notifications.</p>									
Prepared by:		10. Reviewed by (Safety Officer):							
MD Clark		JW Whitney SOF3 (t)							

# ORG CHART (ICS 207)

## City of Scottsdale COVID-19 Incident Management Team




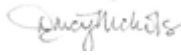
5/14/2020

Safety Message / Plan (ICS208)

1. Event / Incident Name City of Scottsdale COVID-19	2. Operational Period From: 5/15/2020 0800 To: 5/18/2020 0800
3. Safety Message /Expanded Safety Message, Safety Plan, Site Safety Plan	
<ul style="list-style-type: none"><li>— Safety Overview: Personal safety should be top priority when dealing with this situation. Early identification of symptoms will aid in applying preventative measures. Approach situations with caution, consider the possibilities and focus on safe distancing, PPE (where appropriate) and exposure mitigation techniques.</li><li>— · PD/FD Patient Interaction: Ensure you place a surgical mask on any suspected patients. Always error on the side of caution. Remember that fever may not always be present.</li><li>— · PD/FD PPE: If information is consistent with concern for potential COVID-19, and the situation is unavoidable, don full BSI precautions (gloves, gown, N95 respirator and eye protection (goggles)) prior to entering scene.</li><li>— · Waste Disposal: Doff all PPE appropriately to prevent potential contamination. Additionally, ensure that all PPE is disposed of according to standard infectious procedures.</li><li>— · Decontamination: Ensure that personal decontamination takes place immediately post-interaction when dealing with suspected COVID-19. Also, remember to address any and all surfaces (think counters, door handles, bottoms of boots, etc.) with appropriate cleaners (EPA registered disinfectants with known effectiveness against human coronaviruses).</li><li>— · Potential exposure: Report any suspected exposure through your chain-of-command, document appropriately and follow employee guidance specific to your area.</li><li>— · Public Interaction: Limit direct exposure to the public and coworkers wherever possible. Consider separation distance (minimum 6 feet) and exposure times (keep less than 2 minutes) minimum cloth face mask when interacting with the public.</li><li>— · Remember, we can provide you the tools and training to be safe but only YOU can ensure your safety.</li><li>— · Emotional/Behavioral Wellbeing: Ensure you check in with your personnel, especially those working remotely, to guide them in dealing with any emotional/behavioral issues. Offer city resources as appropriate.</li></ul> <p style="text-align: center;"><b>SAFETY IS EVERYONE’S JOB, MAKE IT YOUR PRIORITY!</b></p>	
9. Prepared by (Name and Position) John Whitney SOF3 (t)	Date and Time 5/05/2020 @ 1000



City of Scottsdale  
Incident Management Team  
Daily Meeting Schedule (ICS230)

<b>Incident Name:</b> COS COVID-19	<b>Operational Period</b>	<b>Date From:</b> 5/15/2020 <b>Time From:</b> 0800	<b>Date To:</b> 5/18/2020 <b>Time To:</b> 0800	
<b>Meeting Schedule</b>				
<b>Time</b>	<b>Meeting Name</b>	<b>Purpose</b>	<b>Attendees</b>	<b>Meeting Location</b>
0900 T	COS AHIMT Meeting	General updates, city wide information sharing	Chiefs, Directors, Managers and Stakeholders	MS Teams
1530 - M-F	MCDPH -PIO Briefing	Daily Statewide PIO briefing	Statewide PIO's	Conference call
1500 T	County Jurisdiction Updates MCDEM	Jurisdiction updates	County EM's	Conference call
1715 W	East Valley EM's	updates	East Valley EM's	Zoom meeting
1300 T	MAC Public Safety Healthcare Interface working group	Collaboration of Hospital leadership and public safety agencies	Hospital system leadership / public safety reps	WebEX
0930 M-TH	Honor Health Informational Command	Honor updates	Honor leadership	Conference call
1000 T	COS Exec Team	E-Team	COS Executive leadership	MS Teams
0900 TH	Scottsdale Community stakeholders	Stakeholder updates	Rob Millar invites	Conference Call
0900 & 1000 Wed	Recovery Branch Team	Weekly recovery planning	Randy Grant invites	MS Teams
<b>Prepared by:</b> Darcy Nichols <b>Signature:</b> 		<b>Name/Title:</b>  <b>Date/Time:</b> 5/14/2020 1300		

*City of Scottsdale*  
*Incident Management Team*

<b>UNIT LOG</b>	1. Incident Name COS COVID-19	2. Date Prepared	3. Time Prepared
	4. Unit Name/Designators	5. Unit Leader (Name and Position)	6. Operational Period
<b>7. Personnel Roster Assigned</b>			
Name	ICS Position	Home Base	
<b>8. Activity Log</b>			
Time	Major Events		
<b>9. Prepared by (Name and Position)</b>			