



# Opioid Operational Command Center Operational Period

Operational Period	Start	Monday, March 20, 2017 at 1200 hours
	End	Monday, April 3, 2017 at 1159 hours

Approval

OCC Director - Clay Stamp

Date 3/20/17

*Clay Stamp*

## Operational Period Objectives and Tasks

- Objective:** Draft an OCC strategic plan for reducing opioid overdose deaths in Maryland based on a rapid assessment of current initiatives (incl. Task Force recommendations and other projects) and their evidence base.

Task:

Task	Deadline	Responsible Entity
Draft corresponding 1-year work plan that prioritizes initiatives most likely to reduce fatal overdose risk among the opioid-addicted population	4/3	Planning Section – Data Unit
Draft corresponding data strategy to align with strategic plan as an annex	4/3	Planning Section – Data Unit
Draft corresponding communications concept of coordination to align with strategic plan as an annex	4/3	JIC/Communications
Share both strategic plan and work plan with Senior Policy Group for comment and review	4/3	Planning Section
Edit strategic plan and work plan in response to comments and approve for use moving forward	4/3	Planning Section

2. **Objective:** Track and report on overdose related statistics on an ongoing basis

**Tasks:**

Task	Deadline	Responsible Entity
Develop consensus to report monthly on the following overdose related data including, but not limited to non-fatal emergency department visits (ESSENCE), total number of opioid prescription (PDMP), total number of naloxone administered / distributed (EMeds), and overdose fatality.	4/3	Planning Section – Data Unit
Meet with OOCC Attorney General representative for approval to report monthly data use and review data sharing agreement practices for public health surveillance purposes	4/3	Planning Section – Data Unit
Continue to compile and identify current data use & sharing agreements/practices to determine future need per OOCC priorities and direction	4/3	Planning Section – Data Unit
Leverage GIS (MDMAP) to analyze trends in overdose rates to measure program effectiveness	4/3	Planning Section
Define overdose-related data needs for a data dashboard to share with partners for informed programmatic decisions	4/3	Planning Section – Data Unit
Develop a strategy for further engaging with EMS and ER to provide education to target populations and identify and refer those in need to the appropriate resources within the State	4/3	Health and Medical

3. **Objective:** Create clear common operating picture for OOCC staff and partners

**Tasks:**

Task	Deadline	Responsible Entity
Launch OOCC internal web presence and sharing platform for information sharing	4/3	Planning Section
OOCC JIC POCs update VJIC with heroin and opioid-related communications materials	4/3	JIS/Communications
Complete OOCC two-page briefing and share broadly with partners	4/3	Planning Section JIS/Communications
Complete OOCC presentation template to include all approved slides for presentations with associated approved talking points	4/3	JIS/Communications
Complete OOCC Concept of Operations and clearly defined Roles and Responsibilities for broad distribution to partners	4/3	Planning Section





4. **Objective:** Develop OCCC budget and spend plan to support OCCC operations.

**Tasks:**

Task	Deadline	Responsible Entity
Draft a proposed spend plan for the next year with built in flexibility	4/3	Finance/Admin Section
Share proposed spend plan with the Senior Policy Group for review, comment and support	4/3	Finance/Admin Section
Share reviewed spend plan with Governor for approval	4/3	Finance/Admin Section

5. **Objective:** Implement OCCC Communications Strategy for partners

**Tasks:**

Task	Deadline	Responsible Entity
Begin working on messaging for statewide primary prevention campaign	4/3	JIS/Communications
Continue to build out and explore public awareness activities (BHA, GOCL, MSDE)	4/3	JIS/Communications
Assess and collate inventory of ready-to-use Heroin / Opioid-related communication materials for immediate distribution as needed	4/3	JIS/Communications Health and Medical Branch
Convene JIC workgroup to develop OCCC prevention marketing campaign and brand	4/3	JIS/Communications
Develop external clearing house web presence for information sharing purposes [front facing website]	4/3	JIS/Communications

6. **Objective:** Facilitate operational coordination among state agencies and partners working on heroin and opioid-related initiatives

**Tasks:**

Task	Deadline	Responsible Entity
Continue to identify and engage additional partners to build out operational strategies within the branch as needed	4/3	Operations Section Branch Leads
Schedule a recurring Branch meeting / conference call that occurs a minimum of once per operational period	4/3	Operations Sections Branch Leads



Engage local health departments on draft Response SOP and incorporate feedback into a final draft document for approval and implementation	4/3	Health and Medical Branch
Develop a strategy to engage DHMH employees to become opioid addiction awareness ambassadors within their local communities	4/3	Health and Medical Branch
Engage the hospital CEO's and ED directors to be able to dispense to victims of nonfatal overdoses naloxone while they are in the ED.	4/3	Health and Medical Branch

7. **Objective:** Develop a demobilization strategy that transitions the OOC from crisis management to a new normal.

8. **Tasks:**

Task	Deadline	Responsible Entity
Draft a demobilization plan for the OOC that includes threshold measures corresponding to the OOC strategy	4/3	Future Planning Unit
Determine the status of the OOC Program Manager position within GOCCP	4/3	Finance/Admin Section
Provide recommendation to OOC Coordinator about renewal of the Executive Order	4/3	Future Planning Unit

9. **Objective:** Synthesize heroin and opioid related programs to reduce duplication of effort

10. **Tasks:**

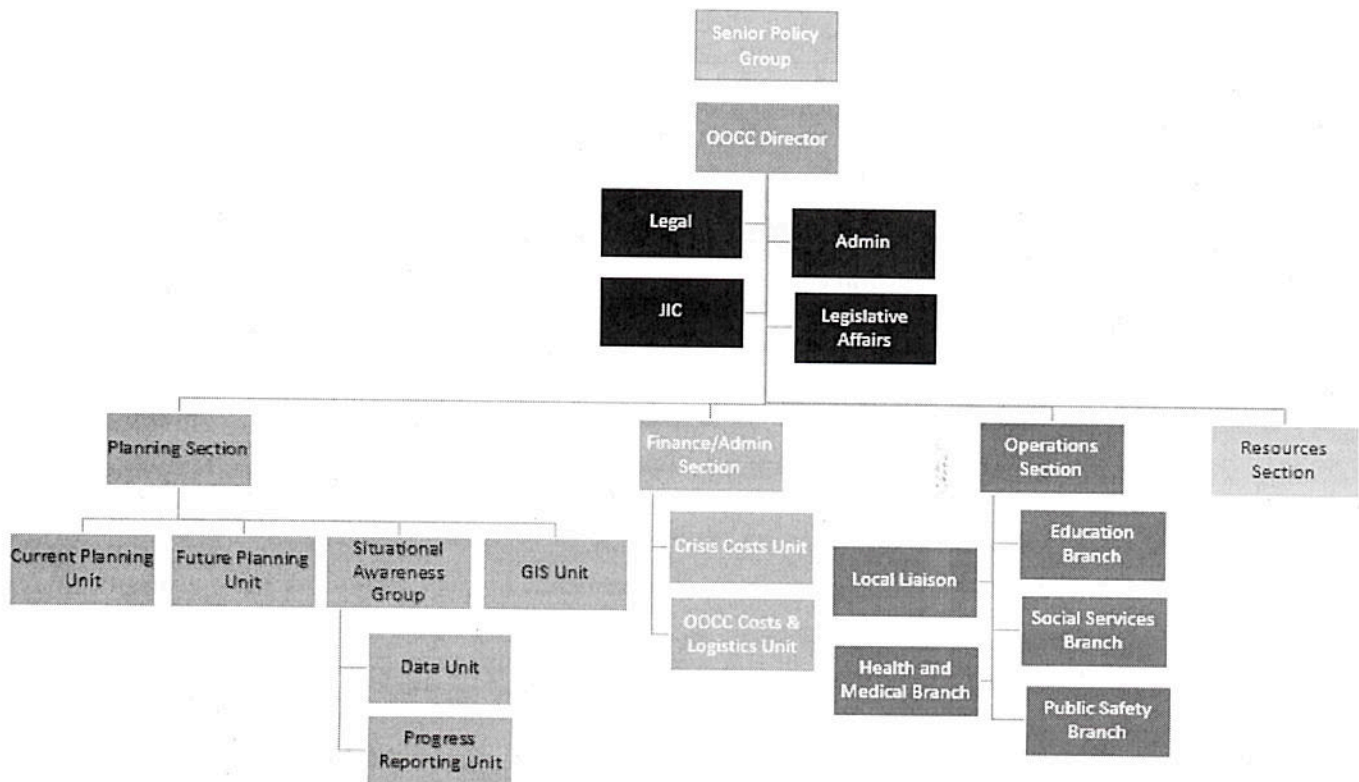
Task	Deadline	Responsible Entity
Review inventory of all heroin and opioid related programs statewide	4/3	Planning Section Local Liaison Branch
Develop an OIT concept of operations based on knowledge of inventory to define components and disseminate to local partners for review and comment that engages all partners	4/3	Local Liaison Branch
Convene meetings at the local level to brief on OCCC, discuss local efforts, and answer questions related to heroin and opioid success and barriers coordinated by emergency managers with local health officers, local addictions authorities and behavioral health authorities, social service representatives, public safety, and other	4/3	OCCC Director Local Liaison Branch
Develop inventory collection form to share with state agencies and local partners for ongoing updates related to Heroin and Opioid related programs	4/3	Local Liaison Branch





Confirm inventory of heroin/opioid programs listed in the Inter-Agency Heroin and Opioid Coordinating Council's February 2016 report	4/3	Finance/Admin Section
Provide inventory of current efforts, their stage of completion, and how many local jurisdictions are implementing resources to address Heroin & Opioid-related issues.	4/3	Public Safety Branch Social Services Branch
Complete inventory of DHMH Opioid-related programs and best practices	4/3	Health and Medical Branch
Contact departments and agencies to assess service inventory to confirm the cost centers where those items are budgeted within Inter-Agency H/O Coordinating Council Report, as well as other state government agencies	4/3	Finance/Admin Section
Work with the Departmental POC's to generate budgeted and historic expenditure estimates for their heroin/opioid programs and services.	4/3	Finance/Admin Section

### OCCC Organizational Structure





## Staffing List and Contact Information

### Command and General Staff

Position	Lead Agency	Name
OCCC Director	Governor's Office	Clay Stamp
Admin Support	MEMA	Lydia Simonaire
Legislative Affairs	Governor's Legislative Office	Chris Shank
Lead Public Information Officer	Governor's Communications Team	Erin Montgomery
Joint Information Center (JIC) Manager	MEMA	Charissa Cooper
Legal	DHMH	Linda Bethman

### Planning Section

Position	Lead Agency	Name
Planning Section Chief	DHMH	Jessica Goodell
Current Planning Unit	DHMH	Genevieve Polk
Situational Awareness Group - Data Unit	GOCCP	Angelina Guarino
Situational Awareness Group – Data Unit	DHMH	Michael Baier
Situational Awareness Group – Progress Reporting Unit	DHMH	Smita Sarkar
Future Planning Unit	MEMA	Kyle Overly
GIS Unit	MEMA	MEMA GIS Unit

### Operations Sections

Position	Role	Agency	Name
Operations Section Chief		MEMA	Elizabeth Jones
Social Services Branch	Lead	DHR	Bethany Brown
Health and Medical Branch	Lead	DHMH	Howard Haft
	Support	MIEMSS	Randy Linthicum
	Support	MIA	Joy Hatchette
Public Safety Branch	Lead	MSP	Michael Parker
	Support	DPSCS	Zola Rowlette and/or Latawyna Stallworth
	Support	DJS	Terrence Proctor
Education Branch	Lead	MSDE	Reginald Burke
	Support	MHEC	Emily Dow
Local Liaison Branch	Lead	MEMA	Brian Bauer



Opioid Operational Command Center Action Plan

Operational Period From 03/20/2017 at 1200 hours to 04/03/2017 at 1159 hours



	Support	Baltimore Regional IMT	John Scholz
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Finance / Admin Section

Position	Lead Agency	Name
Finance/Admin Section Chief	DBM	Nick Napolitano
Center Costs & Logistics Unit	MEMA	Donald Lumpkins
Crisis Costs Unit	DBM	Nick Napolitano

Resource Section

Position	Lead Agency	Name
Resources Section Chief	GOCCP	

Operational Tempo

Date	Time	Item	Participants
Mon 3/20	0930	OOCC Operational Briefing	OOCC Lead and Support Members
Wed 3/29	1700	Objectives due for next Operational Period	All OOCC Team Members
Wed 3/29	1700	Updates due for Operational Period Summary	All OOCC Team Members
Thurs 3/30	1300	Planning Section Meeting	Planning Section
Fri 3/31	1200	OOCC Action Plan draft for next operational period due to OOCC Team Leader	Future Planning Unit
Mon 4/03	0830	OOCC Operational Briefing	OOCC Lead and Support Members
Mon 4/03	1130	Final versions of OOCC Action Plan and Operational Period Summary due to OOCC Director for signature	Situational Awareness Unit and Future Planning Unit
Mon 4/03	1200	Distribute Operational Period Summary and OOCC Action Plan for next operational period	Planning Section

