



Opioid Operational Command Center Operational Period

Operational Period	Start	Monday, April 17, 2017 at 1200 hours
	End	Monday, May 1, 2017 at 1159 hours

Approval

OOCC Director:  Date: 4/17/2017

Operational Period Objectives and Tasks

- Objective:** Implement OOCC strategic statewide planning and response efforts
Tasks

Task	Deadline	Responsible Entity
Request Council members to identify representatives on behalf of their state agency to serve as senior policy working group members	4/21	OOCC Director
Convene senior policy workgroups to further define activities within the OOCC Strategy	5/1	Planning Section
Identify OOCC statewide citizen advisory group populated by those affected by the heroin and opioid crisis in Maryland	5/1	Planning Section
Identify and engage federal, state, and local law enforcement leaders to develop strategies around illicit drug supply disruption in Maryland	5/1	Planning Section
Plan a round table for identified law enforcement leaders to discuss strategies around illicit drug supply disruption in Maryland to be hosted at MEMA	5/1	Planning Section

- Objective:** Standardize care across all 49 acute care hospital emergency departments for patients who present with an overdose
Tasks:

Task	Deadline	Responsible Entity
Conduct follow-up meeting with Maryland Hospital Association Emergency Department Directors to discuss feasibility of ED SOP for OD patients	4/21	Planning & Health and Medical
Coordinate meeting corresponding to Carroll County Cabinet Day to engage local leadership and hear best practice at Carroll Hospital around emergency discharge efforts for patients who experience non-fatal overdose [5.11.2017]	5/1	Planning & Health and Medical
Identify small working group of engaged ED directors	4/21	Planning & Health and



		Medical
Prepare draft best practices standards for ED and hospitals for the treatment of opioid addiction and overdose	5/1	Planning & Health and Medical
Initiate the development of an ED standard protocol based on best practices for patients who present with an overdose e.g. SBIRT, OD education & take-home naloxone kit, peer-recovery specialist referral	5/1	Planning & Health and Medical

3. **Objective:** Reduce supply of illicit opioids and other harmful substances to support National Drug Take-Back Day (NDTBD) on 4.29.2017

Tasks:

Task	Deadline	Responsible Entity
Contact Director of DHMH Prescription Drug Repository Program for information sharing	5/1	Planning
Promote DHMH Prescription Drug repository program through OCCC website, social media, etc	5/1	Planning
Coordinate activity with the Lt Governor's Office to attend a drug takeback event day-of NDTBD in Howard County	4/21	Planning
Reach out to OCCC PIO representatives to identify messaging and activities for NDTBD to coordinate efforts	5/1	JIS/ Communications
Contact local EM liaisons to assemble a list of all take-back locations in participating counties and share with partners	5/1	Local Liaison
Collect drug take back education materials from state, local and federal partners	5/1	JIS/ Communications + Operations
Distribute materials to state and local partners, targeting community health fairs, schools, social services, and community-based organizations on NDTBD	4/29	Operations
Develop and distribute OCCC press release template to state and local partners providing details on NDTBD	4/21	JIS/ Communications

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

Tasks:

Task	Deadline	Responsible Entity
Conduct a county analysis of the fatal and non-fatal ED visit overdoses in Maryland by population	5/1	Health and Medical
Incorporate eMEDS naloxone data reports into Public Health Preparedness and Situational Awareness reports	5/1	Health and Medical
Amend data sharing use agreement between MIEMSS and DHMH regarding confidential health information data	5/1	Planning-Data Unit



DHMH to request confidential health information of emergency medical services run data from MIEMSS	5/1	Planning-Data Unit
Coordinate creation of standing automated report format of eMEDS confidential health information to DHMH and then to local health department	5/1	Planning-Data Unit
Collect additional aggregate-level data points reported to the OOCC state dynamic health index	5/1	Planning-Data Unit
Complete opioid-related survey of emergency departments with MD chapter of ACEP	5/1	Health and Medical
Produce business card sized emergency treatment / resource card for EMS providers to leave with patients who are treated at the scene but refuse transport	5/1	Health and Medical
Begin planning first meeting of SEOW (Statewide Epidemiological Outcomes Workgroup)	5/1	Planning-Data Unit

5. **Objective:** Develop a demobilization strategy that transitions the OOCC from crisis management to project management phase.

Tasks:

Task	Deadline	Responsible Entity
Identify and hire OOCC program support manager	5/1	OOCC Director
Draft the year-1 project management work plan and structure with clear roles for State and local agencies	5/1	Future Planning Unit

6. **Objective:** Develop OOCC budget and spend plan to support OOCC operations.

Tasks:

Task	Deadline	Responsible Entity
Compile SUD and heroin/opioid inventory items and related financial data received from agencies.	5/1	Finance/Admin
Approve FY 2017 budget	5/1	Finance/Admin
Review and assess impact of HOPE Act on FY 2018 and out year spend plan	4/21	Finance/Admin
Update the FY 2018 spend plan.	5/1	Finance/Admin
Finalize OOCC MOU between DHMH and MEMA	5/1	Finance/Admin
Distribute OOCC personnel tracking worksheet by work hours with guidance	5/1	Finance/Admin + Planning

7. **Objective:** Implement OOCC Communications Strategy



Tasks:

Task	Deadline	Responsible Entity
Launch OOC "Before It's Too Late" communications strategy including a campaign website and social media platform	4/19	JIS/Communications
Launch OOC internal Share Point website	5/1	JIS/Communications
Schedule as series of information sessions with media outlets where each agency can share work regarding heroin and opioid-related initiative (e.g. WBAL and MPTV).	5/1	JIS/Communications
Develop a press release and provide template to state and local partners	5/1	JIS/Communications
Create OOC letterhead template	5/1	JIS/Communications

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

Tasks:

Task	Deadline	Responsible Entity
Develop draft OOC Response Plan, highlighting OOC initiatives with a corresponding local template, including communications to guide actions during an overdose response event	5/1	Planning
Update and share OOC Concept of Operations to outline coordination roles and responsibilities of OOC partner agencies	5/1	Planning
Share all documents with local emergency managers to use as a template for local planning and response efforts	5/1	Operations
Coordinate call with public health officers and emergency managers.	5/1	Health and Medical
Continue to engage local health departments on draft Response SOP and incorporate feedback into a final draft document for approval and implementation.	5/1	Health and Medical
Complete final 2 surveys (out of 24) of local school systems to highlight best practices and gaps in addressing the opioid epidemic	5/1	Education Branch
Complete a School Naloxone Administration Policy Development Frequently Asked Questions document for use by local school systems	5/1	Health and Medical Education



9. **Objective:** Reduce inappropriate or unnecessary opioid prescribing through education and awareness activities

Tasks:

Task	Deadline	Responsible Entity
Convene a meeting between Health and Medical and Education to discuss the June Academic Deans meeting, including setting a date and drafting an agenda.	5/1	Health and Medical Education
Review barriers to treatment/payment for treatment, to include determining the feasibility/appropriateness of a provider workgroup and the impact from recently passed legislation.	5/1	Health and Medical
Refine strategy to engage and educate DHMH employees on opioid misuse/abuse awareness.	5/1	Health and Medical
Continue to engage healthcare providers in opportunities for continuing education around appropriate opioid and Naloxone prescribing and dispensing.	5/1	Health and Medical
Develop a strategy to engage Maryland Responds volunteers to provide naloxone training through the Overdose Response Program.	5/1	Health and Medical
Survey 42 Maryland colleges and universities on Naloxone administration policies and procedures and drug addiction prevention and intervention programs	5/1	Education
Analyze passed legislation to inform OCCC Health and Medical planning and programming.	5/1	Health and Medical

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

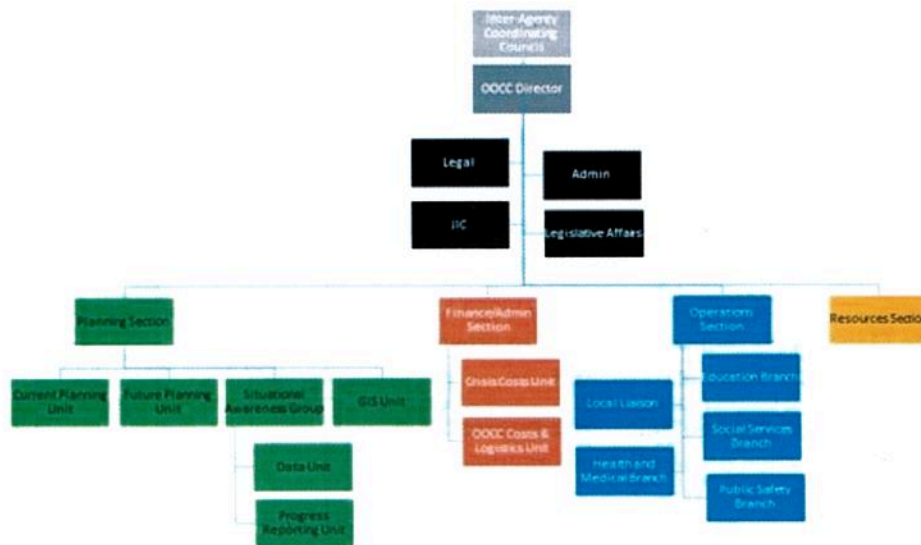
Tasks:

Task	Deadline	Responsible Entity
Confirm inventory of heroin/opioid programs listed in the Inter-Agency Heroin and Opioid Coordinating Council's February 2016 report	4/18	Finance/Admin Section
Use social services branch heroin and opioid inventory to inform branch objectives	5/1	Social Services Branch
Survey local social services partners for potential data fields to be captured in DHR systems to support substance abuse and addiction reporting. (follow up with Elizabeth and Bethany to clarify language)	5/1	Social Services Branch
Expand the Social Services Branch to include the Department of Disabilities and the Department of Aging.	5/1	Social Services Branch



Synthesize submitted inventories into master document to be shared with resources section.	5/1	Finance/Admin Section
Utilize inventories collected within respective branches to conduct preliminary gap analysis.	5/1	Operations Section
Work with the Departmental POC's to generate budgeted and historic expenditure estimates for their heroin/opioid programs and services.	5/1	Finance/Admin Section

OOCC Organizational Structure



Staffing List and Contact Information

Command and General Staff

Position	Lead Agency	Name
OOCC 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

Opioid Operational Command Center Action Plan

Operational Period From 04/17/2017 at 1200 hours to 05/01/2017 at 1159 hours



Tue 4/18	TBD	Ops Branch Meetings	Operations Branch
Weds 4/19	0930	Operations Section Meeting 1	Operations Branch
Thurs 4/20	TBD	Ops Branch Meetings	Operations Branch
Fri 4/21	0930	JIC Meeting	JIC/Communications
Mon 4/24	0930	Command and General Staff Check-in	OOCC Director, Operations Section Chief & Planning Chief
Mon 4/24	1200	Senior Policy Group call	Secretaries from OOCC agencies 7 Governor's Office
Weds 4/26	0930	Operations Section Meeting 2	Branch Leads only & Planning Section Chief
Thurs 4/27	1300	Planning Section Meeting	OOCC Director, Section Chiefs, Lead PIO, Legal & Legislative
Mon 5/01	0930	OOCC Operational Briefing	OOCC Lead and Support Members
Mon 5/01	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 5/01	1200	Distribute Operational Period Summary and OOCC Action Plan for next operational period	Planning Section



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	Sara Barra
	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
	Support	Baltimore Regional IMT	John Scholz

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 4/17	0930	OOCC Operational Briefing	OOCC Lead and Support Members
Mon 4/17	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 4/17	1200	Distribute Operational Period Summary and OOCC Action Plan for next operational period	Planning Section