

Opioid Operational Command Center Operational Period

Approval

OOCC Director C. Bishop Date 5/1/2017

Operational Period	Start	Monday, May 1, 2017 at 1200 hours
	End	Monday, May 15, 2017 at 1159 hours

Operational Period Objectives and Tasks

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

Tasks:

Task	Deadline	Responsible Entity
Request 30-day State of Emergency extension	5/1	OOCC Director
Develop OOCC reporting template, frequency and process to support state and local situational awareness regarding efforts at the state	5/15	Planning Section
Identify presentation topics for OOCC state and local partners to share best practices and lessons learned e.g. Crisis Hotline, Legislative Updates, Safe Station Initiative in A.A.	5/15	Planning Section
Begin to schedule series of presentation topics during Operational Period Briefings and Web-ex for OOCC state and local partners to share best practices and lessons learned	5/15	Planning Section
Identify OOCC statewide citizen advisory group populated by those affected by the heroin and opioid crisis in Maryland	5/15	Planning Section
Identify and engage federal, state, and local law enforcement leaders to develop strategies around illicit drug supply disruption in Maryland	5/15	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	5/15	Planning Section

- Objective:** Standardize OOCC alert and notification process

Tasks:

Task	Deadline	Responsible Entity
Establish statewide OOCC alert notification SOP	5/5	Planning Section
Develop OOCC notification template	5/15	Planning Section

Initiate coordinated regional strategies, beginning with DE partners, and Wicomico and Worcester counties	5/15	Planning + Operations
Draft cross-jurisdictional alert and notification SOP	5/18	Planning Section

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

Tasks:

Task	Deadline	Responsible Entity
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]	5/15	Health and Medical
Identify small working group of engaged ED directors	5/15	Health and Medical
Prepare draft best practices standards for ED and hospitals for the treatment of opioid addiction and overdose	5/15	Health and Medical
Administer follow-up survey to ED Directors to better understand hospital implementation of specific ED interventions and inform where additional support is needed	5/15	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	5/15	Health and Medical
Create a briefing document outlining hiring barriers for peers, incorporating job description activities	5/15	Health and Medical
Evaluate streamlining the hiring process for Peer Recovery Support Specialists by local health departments, including assessment of the DBM classification and job descriptions	5/15	Health and Medical
Conduct first series of meeting with small groups and individual providers to assess barriers to treatment/ payment for treatment	5/15	Health and Medical

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

Tasks:

Task	Deadline	Responsible Entity
Amend data sharing use agreement between MIEMSS and DHMH regarding confidential health information data	5/15	Planning-Data Unit
DHMH to request confidential health information of emergency medical services run data from MIEMSS	5/15	Planning-Data Unit

Coordinate creation of standing automated report format of eMEDS confidential health information to DHMH and then to local health department	5/15	Planning-Data Unit
Begin planning first meeting of SEOW (Statewide Epidemiological Outcomes Workgroup)	5/15	Planning-Data Unit
Coordinate OD Map demo for OOCC Command and General Staff	5/15	Planning-Data Unit
Render legal opinion on whether use of OD Map is permissible under HIPAA	5/15	Legal
Develop and pilot statewide overdose related field in the eMEDS system based on the current Baltimore City field	5/15	Health and Medical
Begin distribution of business card sized emergency treatment/ resource card for EMS providers to leave with patients who are treated at the scene but refuse transport	5/15	Health and Medical
Draft corresponding data report to include in OOCC situational awareness reports to support state and local situational awareness and response efforts [e.g. number of nonfatal ED visits, fatal overdose rates, nalcant distribution]	5/15	Health and Medical
Draft overdose-related monthly reporting template to support state and local situational awareness and response efforts [e.g. number of nonfatal ED visits, fatal overdose rates, nalcant distribution]	5/15	Health and Medical
Modify MJOC ESSENCE nonfatal ED visit reporting template to report daily 7-day average instead of frequency count	5/15	Health and Medical
Convene partners to begin developing Maryland Opioid Addiction Indicators dashboard to be shared via OOCC website [using Virginia Department of Health dashboard as guideline]	5/15	Health and Medical

5. **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.	5/15	Finance/Admin
Approve FY 2017 budget	5/15	Finance/Admin
Approve the FY 2018 spend plan.	5/15	Finance/Admin
Distribute OOCC personnel tracking worksheet by work hours with guidance	5/15	Finance/Admin + Planning

6. **Objective:** Implement OOC Communications Strategy

Tasks:

Task	Deadline	Responsible Entity
Launch OOC “Before It’s Too Late” communications strategy including a campaign website and social media platform	5/15	JIS/Communications
Launch OOC internal Share Point website	5/15	JIS/Communications
Schedule a series of information sessions with media outlets where each agency can share work regarding heroin and opioid-related initiative (e.g. WBAL and MPTV).	5/15	JIS/Communications
Develop a press release and provide template to state and local partners	5/15	JIS/Communications
Create OOC letterhead template	5/15	JIS/Communications
Identify activities to promote National Prevention Week (May 14 – 20)	5/13	JIS/Communications

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

Tasks:

Task	Deadline	Responsible Entity
Identify POC and stand up Local Liaison Governor’s Office of Community Initiatives unit	5/15	Planning + Operations
Develop draft OOC Plan, highlighting OOC initiatives with a corresponding local template, including communications to guide actions during an overdose response event	5/15	Planning
Update and share OOC Concept of Operations to outline coordination roles and responsibilities of state and local partner agencies	5/15	Planning
Collect local OIT Situational Reports for summary and distribution to local partners	5/15	Planning + Operations
Develop summary report of all the 24 local school systems to highlight best practices and gaps in addressing the opioid epidemic	5/15	Education
Continue to engage local health departments on draft Response SOP and incorporate feedback into a final draft document for approval and implementation.	5/15	Health and Medical
Convene a meeting between DHMH and MSDE regarding the School Naloxone Administration Policy Development Frequently Asked Questions to outline updates regarding recently passed legislation	5/15	Health and Medical/Education
Collect pertinent points of contact needed to convene the Academic Deans meeting	5/15	Health and Medical/Education

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

Tasks:

Task	Deadline	Responsible Entity
Continue to engage healthcare providers in opportunities for continuing education around appropriate opioid and Naloxone prescribing and dispensing.	5/15	Health and Medical
Develop summary report of Maryland colleges and universities on Naloxone administration policies and procedures and drug addiction prevention and intervention programs	5/15	Education
Conduct a DHMH employee town hall to raise awareness and provide key messages / resources to share with friends, families and communities	5/05	Health and Medical
Provide DHMH employee town hall planning template to state agency partners as a best practice to conduct a similar activity for employee engagement and briefing	5/15	Health and Medical
Create Maryland Responds naloxone training program materials and training timeline	5/15	Health and Medical

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

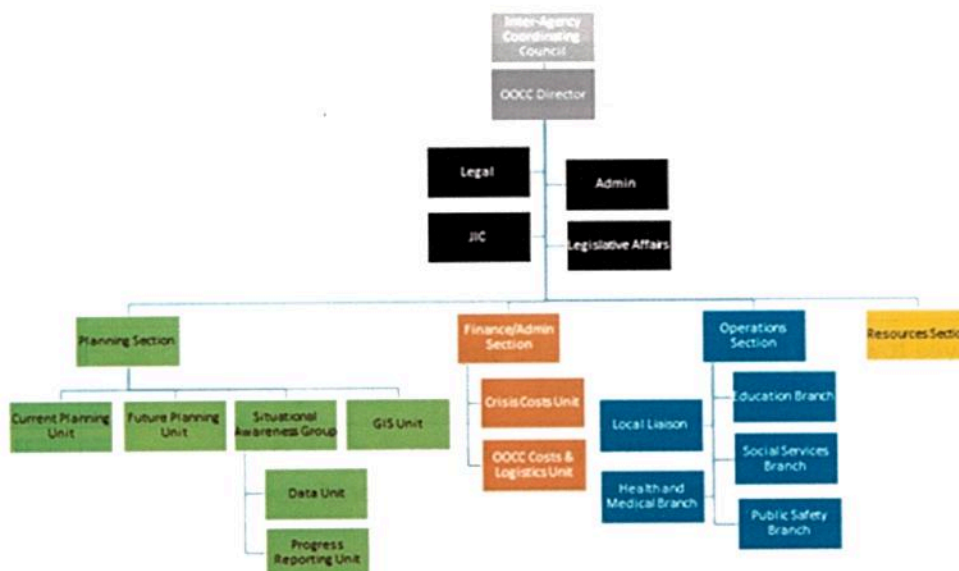
Tasks:

Task	Deadline	Responsible Entity
Share inventory of heroin/opioid programs listed in the Inter-Agency Heroin and Opioid Coordinating Council's February 2016 report with the OCCC Resources Section	4/18	Finance/Admin Section
Use social services branch heroin and opioid inventory to inform branch objectives	5/15	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	5/15	Social Services Branch
Utilize inventories collected within respective branches to conduct preliminary gap analysis.	5/15	Operations Section

Upcoming Events of Interest

- Governor's Emergency Management Advisory Council, 5.03.2017, from 12:00 pm – 3:00 pm
- Opioid Awareness DHMH Employee Town Hall Friday, 5.05.2017, from 11:30 am – 12:30 pm
- Maryland, Virginia, DC Regional Opioid and Substance Abuse Summit, 5.09.2017, from 10:00 am – 3:30 pm
- Carroll County Cabinet meeting with heroin and opioid-related agenda item, 5.11.2017, from 10:00 am – 1:00 pm

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
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	Josephina Fogell
Social Services Branch	Lead	DHR	Bethany Brown
Health and Medical Branch	Lead	DHMH	Sara Barra
	Support	MIEMSS	Randy Linthicum
	Support	MIA	Joy Hatchette
	Lead	MSP	Michael Parker
Public Safety Branch	Support	DPSCS	Zola Rowlette and/or Latawyna Stallworth
	Support	DJS	Terrence Proctor
	Lead	MSDE	Reginald Burke
Education Branch	Support	MHEC	Emily Dow
Local Liaison Branch	Lead	MEMA	John E. Dulina
	Support	MEMA	Terry Thompson

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		

Operational Tempo

Date	Time	Item	Participants
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
Tue 5/02	TBD	Ops Branch Meetings	Operations Branch
Weds 5/03	0930	Operations Section Meeting 1	Operations Branch
Thurs 5/04	TBD	Ops Branch Meetings	Operations Branch
Fri 5/05	0930	JIC Meeting	JIC/Communications

Mon 5/08	0930	Command and General Staff Check-in	OOCC Director, Operations Section Chief & Planning Chief
Mon 5/08	1200	Senior Policy Group call	Secretaries from OOCC agencies 7 Governor's Office
Weds 5/10	0930	Operations Section Meeting 2	Branch Leads only & Planning Section Chief
Thurs 5/11	1300	Planning Meeting	OOCC Director, Section Chiefs, Lead PIO, Legal & Legislative
Mon 5/15	0930	OOCC Operational Briefing	OOCC Lead and Support Members
Mon 5/15	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 5/15	1200	Distribute Operational Period Summary and OOCC Action Plan for next operational period	Planning Section