



May, 2014



Jefferson County Homeland Security & Emergency Management

www.jeffersoncountywv.org/homeland-security.html

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Jefferson County Commissioners:

Walt Pellish, President

Jane Tabb, V. President

Dale Manuel

Patsy Noland

Lyn Widmyer

Jefferson County Homeland Security and Emergency Management Steering Committee:

John Sherwood, Chair

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Jeff Jeffries, Health Representative

Katherine Dunbar, Good Shepherd Inter-Faith Caregivers

Mason Carter, Jefferson County Department of Engineering

Jeffrey Polczynski, ENP, Jefferson County Emergency Communications Center

Jane Tabb, County Commission Representative

Kelly Parsons, Nichols, DeHaven & Associates

Pete Dougherty, Jefferson County Sheriff

Chuck Ellison, Frontier Communications, Utility Representative.

John Reisenwebber, Jefferson County Development Authority

Sanford H. "Sandy" Green, Region 3 Homeland Security Area Liaison

Holly Morgan-Frye, Shepherd University Service Learning Program

Debra Palmer, American Red Cross, non-profit organization

Staff:

Barbara Miller, CEM, CFM Director

Jessica Owens, Planner/Program Manager/Deputy Director

Vacancy-Administrative Assistant, Public Information Officer and Volunteer Coordinator

Lunch-N-Learn Session on Financial Preparedness Held



On Wednesday, April 30th, Jefferson County Homeland Security and Emergency Management (JCHSEM) participated in the National Day of Action for America's PrepareAthon!, a nationwide, community-based campaign for action to increase emergency preparedness and resilience.

As a participant of this campaign, JCHSEM hosted a Lunch & Learn session on Wednesday, April 30th from 12 p.m.-1 p.m. at the Charles Town Library's meeting room. At this session, Michael Murphy, a Relationship Banker from Charles Town's BB&T Bank discussed personal financial planning and preparedness for emergencies.

Two emergency preparedness first aid kits provided by the West Virginia Citizen Corps Council and the Federal Emergency Management Agency were given away as door prizes at this event.

Our other upcoming PrepareAthon! Events include:

Monday, May 5, 2014: National Animal Disaster Preparedness Day at Petco in Ranson.

Staff and volunteers from our office will be available from 9:00 a.m. until 5:00 p.m. to help individuals and their pets develop a pet emergency supply kit and emergency plan.

Saturday, May 10, 2014: Celebrate Extension Day at Jefferson County Fairgrounds, Pet and Agricultural Animal Preparedness.

Saturday, June 7, 2014: Bark in the Park at Jefferson Memorial Park in Charles Town

For more information about the Lunch & Learn session or the other listed events, please contact Jessica Owens at 304-724-8914 or jowens@jeffersoncountywv.org.



Red Cross Training—All Free and All Online!

Volunteer Orientation <http://www.redcross.org> click on Volunteer under the Join the Movement Banner; click on Getting Started As A Volunteer; complete the four modules on the screen.

Disaster Services an Overview – Module 1 <https://classes.redcross.org/Saba/Web/Main> If you are a new user, click on New User at the top and you will be prompted to set up a Saba account; if you are a repeat user, enter your user name and password; click on the Courses tab; enter the Course ID: DIS000095W; click on the course on the new page that is displayed and you will be able to register for the course.

Disaster Action Team Fundamentals <https://classes.redcross.org/Saba/Web/Main> Enter your user name and password; click on the Courses tab; enter the Course ID: DATFUND

Mass Care: An Overview <https://classes.redcross.org/Saba/Web/Main> Enter your user name and password; click on the Courses tab; enter the Course ID: MCOVRVW

Bulk Distribution Fundamentals <https://classes.redcross.org/Saba/Web/Main> Enter your user name and password; click on the Courses tab; enter the Course ID: BLKFUND

Feeding Fundamentals <https://classes.redcross.org/Saba/Web/Main> Enter your user name and password; click on the Courses tab; enter the Course ID: FDGFUND

Basic Food Safety <http://arc.safefoodsolutions.com> Type in your Activation Code when prompted: RedCross (This code is space & case sensitive.) and click the “Submit” button; Read the instructions under “Is this your first time here?” Click the “Create a new account” button; Enter your DSHR # as your User ID (or create your own if you do not have a DSHR number); Next you will need to create your unique Password and then confirm your Password; The User ID and Password that you create will be the information that you will use to login for subsequent training sessions

Shelter Fundamentals <https://classes.redcross.org/Saba/Web/Main> Enter the Course ID: SHFUND click on the course on the new page that is displayed and you will be able to register for the course.

Sheltering People with Functional and Access Needs in Shelters <https://classes.redcross.org/Saba/Web/Main> Enter the Course ID: DISFANS100

Public Affairs Essentials <https://classes.redcross.org/Saba/Web/Main> Enter the Course ID: PBAFESS. Public Affairs Essentials is a basic level, web-based course. The course provides a general overview for Red Cross volunteers and employees who may have contact with traditional media, or use social engagement sites such as Facebook and Twitter.

Safe and Well Linking Fundamentals <https://classes.redcross.org/Saba/Web/Main>

Our region is going to hold mass care training and a mass care exercise this summer for faith based volunteers. More information will come out about this in the months to come, but completing the classes listed above will get potential new volunteers ready to participate in the training and exercise.

If you have questions about any of the Red Cross training, contact Debra Palmer at 304-725-5015.

Jessica Owens promoted to Deputy Director

We are pleased to announce the promotion of Jessica Owens to the position of Deputy Director/Planner/Program Manager, effective May 1. Jessica served as the Administrative Assistant/ Public Information Officer/ Volunteer Coordinator since November, 2012. She earned her MA in Political Science from James Madison University and BA in International Relations and Political Science from Roanoke College. Previously, she has completed internships with the Northern Shenandoah Valley Regional Commission where she worked on updating their hazards mitigation plan and has worked on Capitol Hill for Senator Kit Bond of Missouri as his press intern. Please join us in welcoming Jessica to her new position!

Public Information Officer/Administrative Assistant/Volunteer Coordinator Position Posted

JCHSEM has an opening for the position of Public Information Officer/Administrative Assistant/Volunteer Coordinator. For a copy of the job description, salary information, and how to apply, go to:

http://www.jeffersoncountywv.org/uploads/PDF/2014%20Administrative%20Assistant_Public%20Information%20Officer_Volunteer%20Co%20HOW%20TO%20APPLY.pdf

Resumes with cover letters will be accepted until Monday, May 19, 2014.

Volunteer Opportunities

Disaster Ready Kids Program Volunteer: JCHSEM is adding volunteers to their cadre of volunteers to present programs to children from pre-school through 3rd grade. Teachers must remain with their class during the presentations. Volunteers will read age-appropriate preparedness books, present DVDs, and show older children how to prepare their pets and their families for disasters. Potential volunteers must go through training, register and be accepted as a JCHSEM volunteer, and successfully pass a criminal background check before being assigned to these volunteer opportunities. Volunteers are needed May—September 2014.

Bark in the Park JCHSEM Booth Volunteer: 4 volunteers are needed to assist the JCHSEM staff during Bark in the Park on Saturday, June 7, 2014 at the Jefferson Memorial Park in Charles Town. Duties include set up and tear down of booth, greeting and talking about pet preparedness and family preparedness activities with visitors to the booth, and handing out preparedness information. We prefer volunteers who have finished the CERT program to work at this event.

Jefferson County Fair Booth Volunteer: The Jefferson County Fair will be held August 17-23, 2014. JCHSEM and the Jefferson County LEPC will once again have a booth inside one of the buildings at the Jefferson County Fairgrounds. 4-hour shifts are available throughout the week. All volunteers will be working with a member of the JCHSEM staff. Duties include restocking the booth with preparedness information, discussing preparedness and special activities of JCHSEM and the Jefferson County LEPC with visitors to the booth.

If you are interested in any of the above volunteer activities, please contact Jessica Owens at 304-728-3329 or jowens@jeffersoncountywv.org

Disaster Exercises, 2014

WV Homeland Security Region III (WVHSR3) Initial Planning Workshop was held in Moorefield on January 31, 2014. Representatives of all of the Counties of WVHSR3 were in attendance. A second meeting was held by phone conference on February 12 from 1300-1400 hours.

FEMA Virtual Tabletop Exercise—Flood Focus.....March 19, 2014 Noon-4 p.m.

WV Homeland Security Region III Tabletop Exercise.....May 1, 2014 1000-1500, Augusta, WV

WV Homeland Security Region III Functional Exercise.....July 1, 2014, 1000-1500, Augusta, WV

Jefferson County LEPC Tabletop Exercise.....Date/Details TBA

WV Homeland Security Region III Full Scale Exercise.....September 20, 2014 in each of the Counties of WV Homeland Security Region III. The Jefferson County EOC will be activated, as well as, Emergency Responders in the field.

Additional Exercise Opportunities will be considered as they are announced or become available.

An effective exercise program is an essential component of our preparedness as it validates plans, tests operational capabilities, maintains leadership effectiveness, and examines ways to utilize the whole community. Exercise program management involves a collaborative approach that integrates resources, organizations, and individuals in order to identify and achieve program priorities.



Jefferson County Homeland Security and Emergency Management-Committees

Steering Committee, John Sherwood, Chair

The Steering Committee works with the JCHSEM Director to guide the activities of JCHSEM. A fourteen-member Steering Committee is made up of public and private representation. JCHSEM is a Department within the Jefferson County Commission, who has overall responsibility for the department and its employees. The Jefferson County Commission appoints all members to the steering committee. This committee meets on the 4th Tuesday of February, March, May, June, August, September and holds a Nov/Dec meeting at 9:00 a.m. in the JCHSEM EOC at 28 Industrial Blvd., Kearneysville, unless otherwise announced. The Quarterly Partnership meetings held in January, April, July, and October also serve as the Steering Committee meetings for those months.

Public Awareness, Education and Training Committee, Kelly Parsons, Chair

Any interested person can serve on this committee. The Public Awareness, Education and Training Committee is responsible to communicate the organization's activities to the public and to build support for JCHSEM's programs. They work with the Director and other staff to keep the entire community focused on the objectives of JCHSEM, the opportunities for additional involvement and support by updating citizens and businesses about what the partners are doing and how the community will and is benefiting from these efforts. Additionally, they are responsible to assist the program manager in setting up speaking engagements and public awareness events. This committee meets on the 2nd Wednesday of the months of February, May, August and November at 1:00 p.m. in the EOC at 28 Industrial Blvd., Kearneysville unless otherwise announced. !

Partnership and Volunteer Development Committee, Holly Morgan-Frye, Chair

Any interested person can serve on this committee. The Partnership Development committee assists the staff in identification and recruitment of potential partners and what they have to offer in community preparedness. This committee will be responsible for activities to promote partnership or membership development and recruitment of volunteers. This committee meets quarterly in the EOC at 28 Industrial Blvd., Kearneysville, unless otherwise announced. at 0830 on the last Monday of January, April, July and October.

Risk Assessment and Mitigation Planning Committee, Jeff Jefferies, Chair

Any interested person may serve on this committee. The Risk Assessment/Mitigation Planning Committee examines the community's risks and vulnerability to all hazards and assess the community's vulnerability to those risks. A Risk Assessment and Mitigation Plan was completed and adopted by the Jefferson County Commission, all Jefferson County municipalities, WVHSEM, and Federal Emergency Management Agency in July, 2003. The plan was updated in 2008 and 2013. The 2013 Plan was approved by WVDHSEM and FEMA in June, 2013. This committee meets Quarterly. Please call the office for exact dates and times.

Counter Terrorism Committee, Barbara Miller, Director, Chair

Membership to this sub-committee of the Risk Assessment and Mitigation Planning Committee is limited to members of law enforcement, emergency management, homeland security, emergency communications, Red Cross, schools, health care, fire companies, ambulance authority/EMS, and government, due to sensitive homeland security issues. The committee works on issues of planning and training for counter terrorism or human-caused disasters. Meetings are held on the 2nd Tuesday of the month at the EOC at 28 Industrial Blvd., Kearneysville, unless otherwise announced.

If you are interested in joining any of our committees, contact either bmiller@jeffersoncountywv.org or jowens@jeffersoncountywv.org

Times, dates, places may need to be changed due to inclement weather, scheduling conflicts or EOC activation. If you have questions, call the JCHSEM office.

**Jefferson County Homeland
Security and Emergency
Management**

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PUBLIC SAFETY; PUBLIC TRUST

The Jefferson County Commission's Homeland Security and Emergency Management Department is responsible for the coordination of preparedness, planning, response, recovery and mitigation of disasters and large emergencies in Jefferson County, West Virginia. Volunteer and community participation is encouraged and welcome. We currently have committees on Risk Assessment and Mitigation Planning; Public Awareness, Education and Training; Counter Terrorism; Partnership Development and Retention; and a Steering Committee that acts as an advisory group. We are responsible for the Citizen Corps/CERT, StormReady, Community Rating System, Resilient Neighbor Network and Project Impact programs. JCHSEM is also responsible for the Jefferson County R.A.C.E.S group.



Meetings & Events

May, 2014

- 01 WV Homeland Security Region 3 Tabletop Exercise, Augusta Church of Christ, Augusta, WV
- 01 Ham Radio Testing
- 5 Pet Preparedness Day at PetCo 0900-1700
- 6 Counter Terrorism Committee at 1400 at the Jefferson County EOC
- 7 Public Awareness Committee at 1300 hours at the Jefferson County EOC
- 10 Celebrate Extension Day! At the Jefferson County Fairgrounds
- 13 Primary Election-Office is Closed
- 21 Jefferson County LEPC Meeting at 0730 at the Jefferson County Maintenance Department Meeting Room
- 26 Memorial Day Holiday-Office is Closed
- 27 Steering Committee Meeting at 0900 at the Jefferson County Maintenance Department Meeting Room

June, 2014

- 7 Bark in the Park, Jefferson Memorial Park, Charles Town 1000-1300