



January, 2018

## Annual Partnership Meeting to be held at Epic Buffet at Hollywood Casino at Charles Town Races



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Jefferson County Homeland Security and Emergency Management's Annual Partnership Meeting/Luncheon will be held at the Epic Buffet at Hollywood Casino at Charles Town Races in Charles Town on Friday, January 19, 2018 at Noon.

The address for the luncheon is 750 Hollywood Drive, Charles Town, WV 25414.

We would like to gratefully acknowledge the generosity of the Hollywood Casino at Charles Town Races for sponsoring our annual partnership luncheon gratis and for their continued support of JCHSEM activities and events!

For this luncheon, there will be a panel discussion among local representatives of many local and regional agencies that took part in the responses to the recent disasters in Texas, Florida, Puerto Rico, and the U.S. Virgin Islands. Participants of the panel will be introduced during the luncheon.

In addition to the panel discussion, the 2018 JCHSEM Steering Committee will be introduced, and Deputy Director Allen will address events and activities for 2018 for JCHSEM. All Steering Committee members should stay after the event to get a group picture.

To attend, you must RSVP by going to Eventbrite: <https://www.eventbrite.com/e/jchsem-quarterly-partnership-meeting-tickets-41435268002> or by contacting Brandon Vallee by email at [bvallee@jeffersoncountywv.org](mailto:bvallee@jeffersoncountywv.org) or calling at 304-724-8914 no later than Tuesday, January 9. Space is limited. Only one person per agency, please.

Reservations may need to be cut off prior to that day if we reach maximum capacity, so please make your reservation as early as possible.

### Jefferson County Commissioners:

Peter Onoszko, President

Jane Tabb, Vice President

Josh Compton

Caleb Hudson

Patsy Noland

### Jefferson County Homeland Security and Emergency Management Steering Committee:

John Sherwood, Chair

Ed Smith, Vice Chair, Fire and Rescue Representative

Michele Goldman, Eastern Panhandle Care Clinic

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

Utility Representative

John Reisenweber, Jefferson County Development Authority

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

Holly Frye, Shepherd University Service Learning Program

Clair Brendel, American Red Cross

### JCHSEM Staff:

VACANVT, Director

Stephen Allen, Deputy Director/Planner/Program Manager

Brandon Vallee, Administrative Assistant, Public Information Officer and Volunteer Coordinator

## After Action Report and Initial Planning Meeting for the 2018 Exercise Series

West Virginia Homeland Security Region 3 and the U.S. EPA and its contractors will hold the After Action Report/Improvement Plan (AAR/IP) meeting from the Shaky Ground Exercise Series and the Initial Planning Meeting for the 2018 Exercise Series on January 10, 2018 at the South Branch Inn in Romney beginning at 0900 and ending by 1500.

Lunch will be provided. If you are planning to attend, please review the draft of the AAR prior to your arrival so that you will be ready with your comments when it is your turn. If there are items for the Improvement Plan, please have those written down before you arrive. Additionally, the group will begin the initial planning for the 2018 Exercise Series. If you have specific "Core Capabilities" that you would like to have built into the exercise, new plans or equipment to be tested, etc., please have that list ready, as well. Having these lists ready ahead of time will enable the meeting to progress faster and get everyone out on time during a very busy time of year.

The "draft" of the Shaky Ground Exercise AAR/IP has been forwarded to you by email from Sandy Green. If you did not receive it and would like to have a copy, please contact Sandy at [sanford.h.green@wv.gov](mailto:sanford.h.green@wv.gov) or 304-807-5135. If you would like to speak to someone at JCHSEM regarding the AAR/IP and/or the Initial Planning Meeting for the Exercise Series, please contact Steve Allen, Deputy Director at 304-728-3329 or email him at [sallen@jeffersoncountywv.org](mailto:sallen@jeffersoncountywv.org).

**ALL AGENCIES THAT ARE INTERESTED IN PARTICIPATING IN THE 2018 EXERCISE SERIES SHOULD PLAN TO ATTEND THIS MEETING!**

Please pass this information on to any other person or agency that you feel may be interested in attending the meeting and participating in the 2018 Exercise Series!

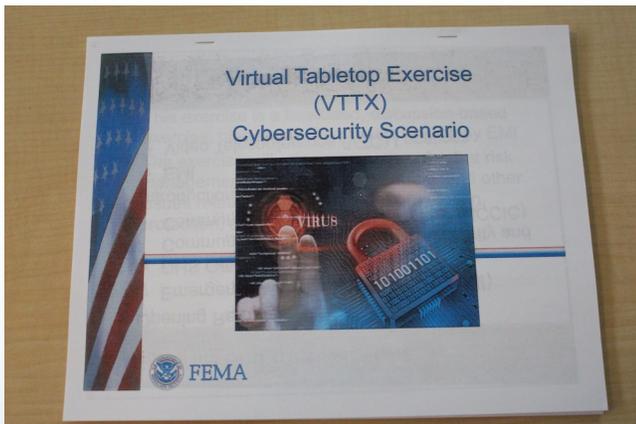


## Cyber Coordination Virtual Tabletop Exercise

Jefferson County Homeland Security and Emergency Management collaborated with the Federal Emergency Management Agency (FEMA) to conduct a Virtual Tabletop Exercise (VTTX) with a focus on Cyber Security on Tuesday, December 12, 2017 at the U.S. Customs and Border Protection's Advanced Training Center, Harpers Ferry, WV.

In the exercise scenario, a series of cyber incidents occur which overwhelm the critical infrastructure of Jefferson County Government. The exercise on-site facilitator was Keith Gillan, Master Exercise Planner, Nicholas Coates, Master Exercise Planner, both of whom work for U.S. Customs and Border Protection Advanced Training Center in Harpers Ferry.

Agencies who participated in the event were: Jefferson County Homeland Security and Emergency Management, Jefferson County Commission, Jefferson County IT, Jefferson County Emergency Communications Center, Jefferson County Sheriff's Department, Jefferson County Health Department, Jefferson County Planning, Zoning and Engineering, Jefferson County Circuit Clerk, Jefferson County Clerk, Jefferson County Prosecuting Attorney, U.S. Customs and Border Protection, WV National Guard, 167th Airlift Wing, and WV Division of Homeland Security and Emergency Management. Special thanks to Morgan County Homeland Security and Emergency Management Director, Dick Myers and his EOC Representatives for observing the exercise.



## New Year's Challenge... Resolve to Be Prepared in 2018!

The New Year is a time in which many of us look forward to the future and make resolve to better ourselves, our families, friends, and neighbors. What better way to make a real difference to yourself and loved ones by being prepared in 2018. One of the first steps to being prepared is having an emergency preparedness kit. During a winter storm, you need to be prepared for the possibility of not having power, water, or heat for several days. Here is a list of basic items and seasonal winter items which should be included in your family's kit:



- WATER** – Ensure you have at least 1 gallon of water per person per day for at least 3 days. (Store a longer than 3-day supply of water, if possible). An average person needs to drink about 3/4 of a gallon of fluid daily. Individual needs vary depending on age, gender, health, level of activity, food choices, and climate. You may also need stored water for food preparation.
- FOOD** – Store at least a 3-day supply of non-perishable food for members of your household, including pets. Consider special dietary needs (e.g., infant formula). Include a non-electric can opener for canned food
- FLASHLIGHT, RADIO, and CELL PHONE CHARGER** – You will need to be able to charge these items without electricity. Your flashlight and radio should be either hand-cranked or battery-powered, and stored with extra batteries. Your cell phone charger should be hand-crank, solar, or able to be charged from a car outlet.
- MEDICAL** – Include first aid kit, prescription and non-prescription/over-the-counter medications, and medical supplies.
- SANITATION** – Pack supplies for sanitation, such as hand sanitizer, towelettes, paper products, diapers, and plastic bags, for use when water resources are limited.
- ASSISTIVE TECHNOLOGY** – Include battery backup power for power-dependent mobility devices, oxygen, and other assistive technology needs.
- EXTRA CLOTHING, BLANKETS, and SLEEPING BAGS** – Dress in layers to keep warm if you lose power. Ensure you have enough clothing, hats, mittens, and blankets or sleeping bags for everyone in the house.
- ITEMS FOR SNOW AND ICE** – Stock up on rock salt to melt ice on walkways or sand or kitty litter to improve traction and snow shovels or other snow removal equipment.
- WOOD** – Store a supply of dry, seasoned wood if you have a working fireplace or wood-burning stove with a safe flue or vent.

Please note that this is a basic list of supplies that should be in your emergency preparedness kit. Your kit should reflect your family's specific needs (such as access and functional needs, pets, or infants). For more suggestions on what to include in your emergency preparedness kit, please check out:

<http://www.ready.gov/kit>

The second step to being prepared is having a plan. Knowing where to go, who to contact, having your important information recorded in a hard copy and digital format (such as flash drive) will allow you and your family to weather thru the disaster. JCHSEM has a valuable resource which assists in creating a Family Disaster Plan. The guide is free and available on the Jefferson County website by going to:

<http://www.jeffersoncountywv.org/home/showdocument?id=14000>

The final step to being prepared is being informed. Signing up to receive Nixle Alerts is a valuable resource during a disaster. Information on how to sign up can be found on page 7 of the newsletter.

From all of us at Jefferson County Homeland Security and Emergency Management, we wish you a successful and prosperous New Year and hope that you will do your part to make this world a better place for yourself and others. Happy New Year 2018!

## New Year, New You. Need Training?

Emergency Management is a constantly-changing field. While we all strive to keep up with the latest technology, the best ways to work with stakeholders to develop plans, how to conduct successful floodplain management, performing damage assessments, how to handle the debris after a disaster, help our communities to recover, or just learning the fundamentals, there are plenty of options available to you. Here are some great opportunities for training that you may or may not know about:

**West Virginia Military Affairs and Public Safety's Training Center, CourseMill.** If you are involved in emergency management in West Virginia, you can set up your free account at <http://www.onlinelearning.wv.gov/dmapscm6/home.html> Once you set up your account, you can log on and look at the list of available courses being taught in West Virginia. Current courses include the Basics of Floodplain Management, HazMat Highway Containers in a Tunnel Specialist, Search and Rescue in Community Disasters, Disaster Preparedness for Hospitals and HealthCare Organizations within the Community Infrastructure; National Emergency Management Basic Academy Train the Trainer; Advanced Floodplain Management Concepts, and Rail Care Incident Response for Crude, Ethanol and Other Flammable Liquids-Rail Car Response. The courses are always changing, so check back often.

**FEMA's Emergency Management Institute's** URL is <https://training.fema.gov/emi.aspx>. From this training portal, anyone can take their online independent study courses for free. There are over 100 courses to choose from. You can also browse the schedules and information about their on-campus resident courses for those who are involved in emergency management at the federal, state, local or tribal governments.

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### Cyber Security Training Opportunities

#### **Essentials of Community Cybersecurity (A prerequisite to the course below)**

March 28, 2018

Time: 8 am to 12 pm

Location: Canaan Valley Resort

Course Description:

AWR-136 provides participants with an introduction to concepts related to community cybersecurity. Participants will examine the different types of cyber attacks, how communities are vulnerable to cyber attacks and incidents, and what types of organizations are most likely to be targeted. This course will also introduce the participants to the Community Cyber Security Maturity Model and how to use the model to build a community cybersecurity program and their cyber resilience.

#### **Community Preparedness for Cybersecurity**

Date: March 28-29, 2018

Time: 1 pm to 5 pm

Location: Canaan Valley Resort

Course Description:

MGT 384, Community Preparedness for Cyber Incidents, is designed to provide organizations and communities with strategies and processes to increase cyber resilience. During this 12 hour course, participants will analyze cyber threats and initial and cascading impacts of cyber incidents, evaluate the process for developing a cyber preparedness program, examine the importance and challenges of cyber related information sharing and discover low to no cost resources to help build cyber resilience.

To Register for these FREE Classes, go to:

<http://www.onlinelearning.wv.gov/dmapscm6>

For questions about the course or registration, contact [Gregory.c.fernley@wv.gov](mailto:Gregory.c.fernley@wv.gov) or call 304-558-5380

## US Route 340 to be Closed near Harpers Ferry

BURLINGTON, W.Va. – The West Virginia Division of Highways announces that US Route 340 near Harpers Ferry will be closed to through traffic between the Washington Street/Shoreline Drive intersection in West Virginia and the Harpers Ferry Road (Route 671) intersection in Virginia, 7 a.m. – 5 p.m., on Saturday, Jan. 13 and Sunday, Jan. 14.

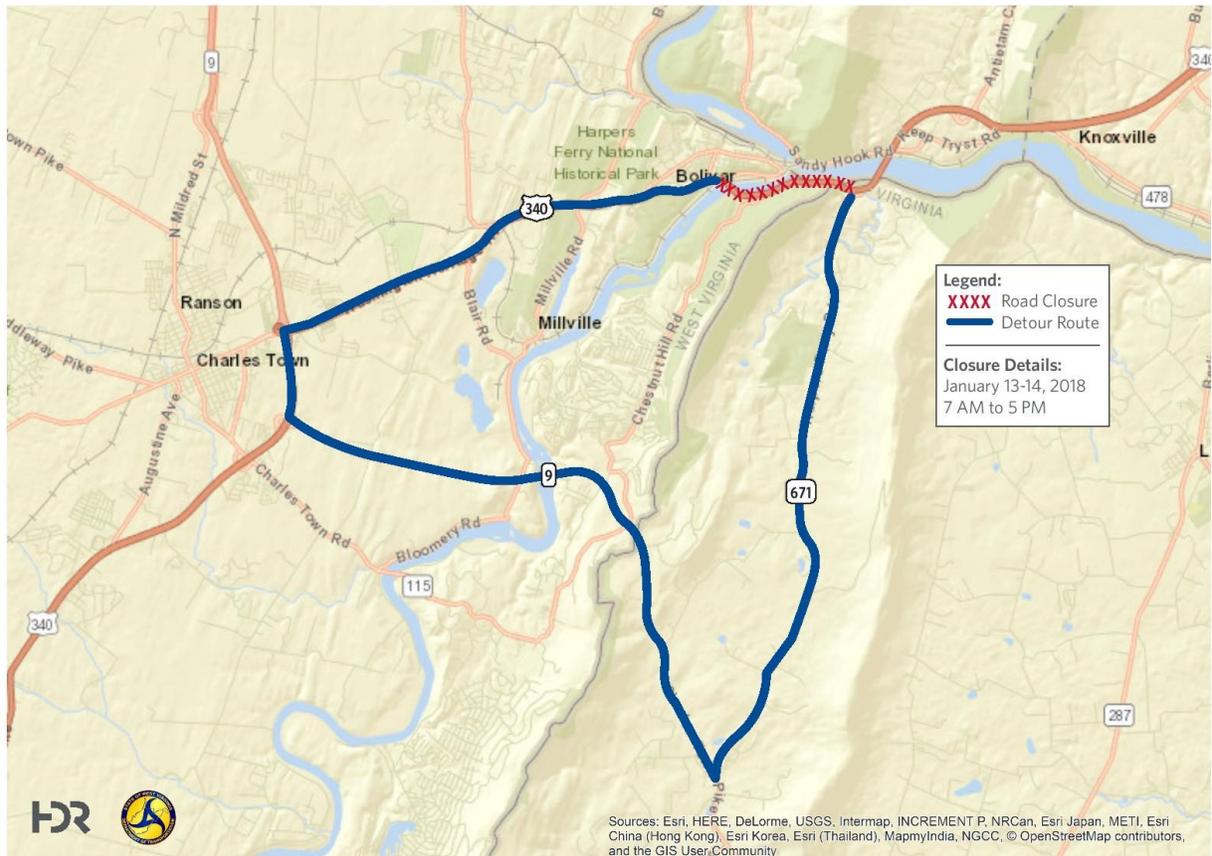
Access to the intersection of US 340 and Chestnut Hill Road (Jefferson County Route 32) will be closed during this time as well. Access to downtown Harpers Ferry, Bolivar and the Harpers Ferry National Historic Park will remain open via the US 340 and Washington Street/Shoreline Drive intersection on the west end of the road closure. Limited access through the work area for emergency vehicles will also be provided.

The roadway closure is necessary for rock slope investigative work and the signed detour will include State Route 9 and Harpers Ferry Road (Route 671) in Virginia as detailed on the attached map.

In case of inclement weather, work will be rescheduled and further notification provided.

Contact:  
 WVDOH District 5  
 (304) 289-2281

US 340 Rock Slide Investigation - **DETOUR ROUTE MAP**



## Sign Up to Receive Nixle Alerts!



Jefferson County Homeland Security and Emergency Management uses NIXLE Alerts to send emergency alert notifications by text, e-mail, Facebook and Twitter. We send out weather watches and warnings, as well as Emergency Public Information during disasters. Examples include tornado, flood, severe snowstorm, and severe thunderstorm watches, warnings, advisories, and emergencies, as well as, where emergency shelters are located, where commodities can be obtained, etc. Signing up is easy and its FREE! To sign up, go to <http://local.nixle.com/register> or text your zip code to 888777 and then text JCHSEM to the same number.

In addition to NIXLE, we still use traditional media, such as newspapers, TV, and radio, however, receiving NIXLE alerts on your phone is the fastest way to receive emergency public information. Make sure that everyone in your family that has a phone, receives our emergency alerts in case that you are not together when a disaster happens. Make receiving NIXLE Alerts a part of your family's communication plan. If you have questions about NIXLE Alerts, you can go to [www.nixle.com](http://www.nixle.com) and click on "resident". You can always call our office if you have local questions or need assistance with getting registered.

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## Jefferson County Homeland Security and Emergency Management is hosting Media Day

Jefferson County Homeland Security and Emergency Management (JCHSEM) will be hosting a Media Day for local Public Information Officers and Media Representatives on Monday, January 8th, 2018 from 1:00 pm to 3:00 pm at the Jefferson County Emergency Operations Center.

- Who:** Local Public Information Officers and Local Media Representatives
- What:** JCHSEM is providing an opportunity for all of the local public information officers and media representatives to get to know each other better, share contact information, and talk about emergency public information during a critical incident.
- Where:** Jefferson County Emergency Operations Center  
28 Industrial Blvd.  
Kearneysville, WV 25430
- When:** Monday, January 8th 2018 at 1:00 pm
- Why:** This event provides an opportunity to discuss the roles and procedures of public information during a critical incident while working towards the common goal of keeping the general public safe and informed during a critical incident.

To reserve a spot for media day, please contact Brandon Vallee, by phone at 304-724-8914 or email to [bvallee@jeffersoncountywv.org](mailto:bvallee@jeffersoncountywv.org) no later than 5:00 pm on Friday, January 5th, 2018.

# Disaster Exercises, 2018

WV Homeland Security Region III (WVHSR3) Initial Planning Workshop and the After Action Report/Improvement Plan (AAR/IP) Meeting for the Shaky Ground Exercise Series will be held in Hampshire County, WV on January 10, 2018. Representatives from all counties in WVHSR3 will be in attendance.

- 2018 WV Homeland Security Region 3, Tabletop Exercise.....TBA
- 2018 WV Homeland Security Region 3, Functional Exercise.....TBA
- 2018 WV State Emergency Response Commission TTX.....TBA
- 2018 WV Homeland Security Region 3, Full Scale Exercise.....TBA
- 2018 WV Homeland Security Region 3, AAR/IP Meeting.....TBA

**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 4<sup>th</sup> 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, Katherine Dunbar, 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 monthly on the 2<sup>nd</sup> Wednesday of the at 0830 in the EOC at 28 Industrial Blvd., Kearneysville, unless otherwise announced.

### **Partnership and Volunteer Development Committee, Holly 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, Mason Carter, Chair**

Any interested person may serve on this committee. The Risk Assessment/Mitigation Planning Committee examine 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, and holds an Annual Meeting to review status of projects that were identified in the plan. Please call the office for exact dates and times.

### **Counter Terrorism Committee, VACANT, 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 2<sup>nd</sup> 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 Stephen Allen at [sallen@jeffersoncountywv.org](mailto:sallen@jeffersoncountywv.org) or Brandon Vallee at [bvallee@jeffersoncountywv.org](mailto:bvallee@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**

28 Industrial Blvd., Suite 101  
Kearneysville, WV 25430

VACANT, Director  
Phone: 304-728-3290  
Email:

Stephen Allen, Deputy Director, Planner  
and Program Manager  
Phone 304-728-3329  
Email: [sallen@jeffersoncountywv.org](mailto:sallen@jeffersoncountywv.org)

Brandon Vallee, Administrative  
Assistant, Public Information Officer and  
Volunteer Coordinator  
Phone 304-724-8914  
Email: [bvallee@jeffersoncountywv.org](mailto:bvallee@jeffersoncountywv.org)

Fax: 304-728-3320

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

### *January Meetings*

*01-New Year's Holiday, County Offices are Closed*

*02-Steering Committee Annual Organizational Meeting at 9:00 a.m. @ Jefferson County EOC*

*08-Media Day at the EOC 1:00-3:00 p.m. @ Jefferson County EOC RSVP to Brandon Vallee 304-724-8914*

*09-Counter Terrorism Committee at 2:00 p.m. @ Jefferson County EOC*

*10-AAR / IP Meeting for Shaky Ground Exercise Series in Hampshire County*

*15-Martin Luther King Day Holiday, County Offices are Closed*

*19-Quarterly Partnership Meeting at the Hollywood Casino at Charles Town Races, 12:00-2:00*

*22-Senior Preparedness at Jefferson County Council on Aging at 11:00 a.m.*

*26-Orion Disaster Pre Planning and Damage Assessment Webinar for JCHSEM staff at 10:00 am*

*31-Deadline for getting information to Regional Liaison for the 2018 Exercise Series!*

*\* Sterling National Weather Service Calls every Monday at 9:00 a.m.*

*\*Weather Calls every Monday and Friday at 10:00 a.m. with State EOC and National Weather Service*