



January, 2015

Jefferson County Commissioners:

Jane Tabb, President

Patsy Noland, Vice President

Eric Bell

Dale Manuel

Walt Pellish

Jefferson County Homeland Security and Emergency Management Steering Committee:

John Sherwood, Chair

Ed Smith, Vice Chair Fire and Rescue Representative

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

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

Annual Partnership Meeting to be held at The Epic Buffet at Hollywood Casino in Charles Town on January 30, 2015

Thom Kirk, Director of West Virginia's Intelligence Fusion Center to speak



Jefferson County Homeland Security and Emergency Management's Annual Partnership Meeting/Luncheon will be held at the Epic Buffet at Hollywood Casino in Charles Town on Friday, January 30, 2015 at Noon. We would like to gratefully acknowledge the generosity of the Hollywood Casino at Charles Town Races for sponsoring our annual partnership meeting gratis and for their continued support of JCHSEM activities and events! The address for the luncheon is 750 Hollywood Drive, Charles Town, WV 25414.

The speaker for the event will be Thom Kirk, Director of the Intelligence Fusion Center as part of Homeland Security in West Virginia. He is also General Legal Counsel for Military Affairs and Public Safety in West Virginia. Some of his qualifications include formerly working as a Special Assistant United States Attorney, Assistant State Prosecutor, Superintendent of the West Virginia State Police and Corporate Manager for Toyota. He has over 24 years of law enforcement experience including being Superintendent of the West Virginia State Police, being the Department of Military Affairs and Public Safety's first Deputy Secretary, being the founder and first Bureau Commander for the West Virginia Bureau of Criminal Investigations, and the creator of the West Virginia Intelligence Exchange (WVIX). He is on the first Executive Board of the National Fusion Center Association. He has also taught at a number of Universities as well as teaching police officers from Maine to Florida. He has been certified as an expert witness in both federal and state courts in seven states in the areas of undercover operations, drug investigations, organized crime, police administration, behavior sciences and major case felonies. He is a graduate of the West Virginia University College of Law, FBI Executive Institute, Northwestern School of Staff and Command, Naval Post Graduate School, and the Washington School of Protocol and Etiquette. For additional information about the WV Intelligence Fusion Center, go to <http://www.wv.gov/fusioncenter/Pages/default.aspx>

In addition to Director Kirks' speech, additional JCHSEM business will take place at the event.

To attend, you must RSVP to Brandon Vallee at bvallee@jeffersoncountywv.org or call Brandon at 304-724-8914 no later than Monday, January 26. Space is limited and 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.

Four-hour Passenger Train Emergency Response (PTER) class for Fire/EMS, Law Enforcement, OEM, Dispatchers, and others who might respond to a Passenger Train Incident

Classroom training will be followed by a hands-on session to familiarize participants with Amtrak equipment

Railroad Terms

Amtrak System and Regional Map
 Are You Ready? – Incident Reviews
 Incident Reviews – Lessons Learned
 Amtrak Crew Orientation
 ICS/Unified Command
 Local Passenger Train Operations
 Location Determination
 Emergency Phone Numbers
 The Railroad Environment
 Initial Response
 Stopping Train Movement / Flagging
 Confirming Your Requests
 Right-of-Way Safety
 Responder Protection / Safety
 Approaching the Train

Entering/Opening the Train

Securing the Train
 Operating Inside the Train
 Other Passenger Train Hazards
 Passenger Evacuation
 On-Board Emergency Equipment
 Locomotives
 Passenger Train Terrorism Threats
 Law Enforcement Concerns
 Passenger Train Fires
 Passenger Train Derailments
 Scale Back-Clear Personnel/Equipment
 Return to Service/Incident Follow-Up
 Pre-Planning/Railroad Maps
 Equipment Diagrams/Info/Pictures

Jefferson County Homeland Security and Emergency Management is hosting this training. Invitees include: Fire Personnel, Law Enforcement, Emergency Medical Services, Haz Mat, Emergency Operations Center Personnel, Dispatchers.

You must RSVP to attend, as space is limited. Additional classes will be set up if needed.

RSVP to bmiller@jeffersoncountywv.org no later than January 5, 2015. Send your name, agency, email address, and which time frame you are interested in attending.

Training Date (s): January 15, 2015

Training Location: Jefferson County Maintenance Department, 128 Industrial Blvd., Kearneysville, WV 25430

Option One: Noon-1600 hours (Noon-4:00 p.m.) THIS OPTION IS FULL

Option Two: 1700-2100 hours (5:00 p.m. – 9:00 p.m.)

Agency Contact Information: Barbara Miller, CEM, CFM, Director, Jefferson County Homeland Security and Emergency Management. bmiller@jeffersoncountywv.org 304-728-3290 (Office) 304-283-4227 (Cell)

Instructor: Christopher Bello, Project Coordinator, Amtrak EMCS, Washington, DC



L-273 Basics of Floodplain Management Course to be held at the Quality Hotel Conference Center in Harpers Ferry March 23-27

WV Homeland Security and Emergency Management Mitigation Division is pleased to announce that the FEMA L-273 Training Course on the Basics of Floodplain Management for WV State Floodplain Managers, local elected officials, and interested surveyors will be held March 23-27, 2015 in the area of Harpers Ferry National Historic Park. The venue is The Quality Hotel and Conference Center (formerly The Cliffside), near Harpers Ferry.

The in-depth L-273, four day course offers detailed information on the many aspects of the National Flood Insurance Program (NFIP), ranging from how to read and understand floodplain mapping, proper permitting, LOMAs, elevation certificates, regulations, legal issues, CRS program, Flood Insurance, etc. to practical hand-on problem solving of floodplain issues.

The state sponsored course is FEMA sanctioned, so courses will be taught by top notch FEMA instructors in addition to your WV NFIP staff personnel. Class size is limited to a maximum of thirty, so that personal attention can be given to those desiring it and for allowing for individual questions and good class participation. You will earn your yearly 6 hours of Floodplain Management training, as required by WV State law for floodplain managers. If you are a CFM, 12 hours of training will be credited toward those requirements. The L-273 course is primarily intended for those Flood Plain Administrators who have not received in-depth training in floodplain management principles before.

To register or to ask questions, contact Robyn Mumford at 304-957-2571 or email to robyn.c.mumphard@wv.gov. Potential attendees must fill out FEMA form 119-25-1. The FEMA application can be found at <http://trainig.fema.gov/apply>. You must also have a FEMA Student Identification Number (SID). You can get that at <https://cdp.dhs.gov/femasid/> The Quality Inn Hotel can be reached at 304-535-6302 for those attending from out of the area. Ask for the NFIP lodging rate at the hotel. Classes will be from 0800-1600 daily.

2015-First Qtr. State Training Opportunities Released

Questions regarding these courses should be address to Christian Fernley, State Training Officer at 304-558-5380

HSEEP Homeland Security Exercise and Evaluation Program

Date: January 28-29, 2015

Time: 8am to 5pm

Location: Hampton Inn - Buckhannon, WV

Course Description:

This course is designed for local, State, Federal, and volunteer organizations, and private industry emergency management/ response personnel with the responsibility for exercise program management and/or who serve as a member of an exercise planning team, and it is designed to meet the needs of this varied audience.

The HSEEP Training Course is an intermediate-level training course that incorporates exercise guidance and best practices from the HSEEP policy documents. The course prepares participants for exercise planning activities through identification of the five phases of the exercise process, the tasks associated with each phase, where exercises fall within the cycle, and the critical role exercises play in preparing the whole community to respond and recover from major emergencies. The course is designed to convey the importance of utilizing HSEEP resources as a primary planning tool for the Nation's emergency preparedness officials when engaged in the management, design, development, conduct, evaluation, and improvement of their Emergency Response programs. Registration begins at 7:30 a.m. on the first day of class. Training begins at 8:00 a.m. each day and will typically end around 4:00 p.m. Lunch will be provided. Short breaks will be provided. This course is approved for 16 hours of Law Enforcement/Emergency Management credit.

The Independent Study (IS) 120a course, An Introduction to Exercises,³ offered through the FEMA's EMI is the prerequisite course identified for the HSEEP Training Course. You must bring you completion certificate to training.

The IS 130 course, Exercise Evaluation and Improvement Planning,⁴ offered through FEMA EMI is a recommended prerequisite course identified for the HSEEP Training Course; however, it is not required.

*All participants are required to obtain a FEMA Student Identification (SID) number!

* How do I obtain my FEMA Student Identification (SID) number?

Step 1: To register, go to <https://cdp.dhs.gov/femasid>

Step 2: Click on the "Need a FEMA SID" box on the right side of the screen.

Step 3: Follow the instructions and provide the necessary information to create your account.

Step 4: You will receive an email with your SID number. You should save this number in a secure location.

G-288 Local Volunteer and Donations Management Course

Date: February 10-11, 2015

Time: 8am - 5pm

Location: North Bend State Park

Course Description:

This training will support local governments and their Emergency Management partners in preparing for, responding to, and recovering from disaster events at the local level. The course is designed to strengthen the abilities of local jurisdictions to successfully prepare for and handle volunteer and donations management issues that may arise. The course content and activities may also serve as a template, thereby enhancing uniformity in addressing areas of donated unsolicited goods, unaffiliated volunteers, and undesignated cash. This training also provides information regarding the state's volunteer and donations management responsibilities, which are designed to help build relationships between government and Non-Governmental Organizations.

Required Prerequisites: IS-0288, The Role of Voluntary Organizations in Emergency Management; IS-0700.a, National Incident Management System, An Introduction; and IS-0100.b, Introduction to the Incident Command System, ICS-100. Course Length: 1½ days

G548 Continuity of Operations Managers Training Course

Date: March 17-19, 2015

Time: 8am - 5pm

Location: Cacapon State Park

Course Description:

This course is designed to acquaint experienced Continuity of Operations (COOP) practitioners and instructors with the COOP Program Managers Course materials. The course will also refresh experienced instructors on instructional methodology and techniques.

Selection Criteria: This course is designed for Public Sector staff with responsibility for managing their COOP effort. Others who are integral to the COOP planning process may also take the course. Required Prerequisites: Participants must have knowledge of COOP Programs and the Federal Continuity Directives 1 and 2. Recommended Prerequisite: IS-0547.a, Introduction to Continuity of Operations Course Length: 3 days

Recommended Independent Study Course for January, 2015

Each month, JCHSEM recommends one of the FEMA Independent Study Courses for all volunteers to take to increase their knowledge base. The course for January, 2015 is IS-909, Community Preparedness: Implementing Simple Activities for Everyone. By the end of this course, participants will be able to:

- Identify the definition of preparedness.
- Describe the role of individuals and households in preparedness.
- Identify community preparedness principles.
- Describe the purpose of community-based preparedness activities.
- Identify the steps for planning and conducting a community-based preparedness program.
- Identify resources for supporting community-based preparedness programs.

Primary Audience:

Whole community including emergency management personnel and representatives of faith-based and nonprofit organizations.

Prerequisites

None

CEUs:

0.1

Course Length:

1 hour

All of FEMA's Independent Study Courses are free and available online. To take IS-909, go to:

<http://training.fema.gov/is/courseoverview.aspx?code=is-909>

Then click on the link, "Interactive Web Based Course"

Skywarn Stormspotter Course in Jefferson County on February 26, 2015

JCHSEM is sponsoring a National Weather Service Skywarn Stormspotter Course to be held at Independent Fire Company, 200 West 2nd Avenue, Ranson, WV 25438 on February 26th from 6:30—9:30 p.m. The following is a description of the course:

This course is a prerequisite for all other courses. Basics I is a good general overview of severe weather for the general public. Upon completion of the course, you will be registered in the program by the NWS. You will receive a spotter code from the NWS within 6 weeks. Training in Basics I includes:

The basic organization of the National Weather Service

The role and importance of the Skywarn spotter

NWS Products and the Watch/Warning/Advisory system

Thunderstorms

Thunderstorm threats:

Lightning

Flooding

Hail

Tornadoes

Downbursts

How to report vital info to the NWS

The role of amateur short-wave (HAM) radio in the Spotter Program

People are required to pre-register for this class. This is necessary to control class size and provide the proper amount of handouts. Classes have a limited amount of space. If you register for a class and can not make it, please notify us so we can make your spot available to someone else. To register, please go to:

<http://www.eventbrite.com/e/national-weather-service-basic-skywarn-course-tickets-15227814804>.

If you have questions or need assistance to register, please contact Jessica Owens, Deputy Director at 304-728-3329 or jowens@jeffersoncountywv.org.

Disaster Exercises, 2015

WV Homeland Security Region III (WVHSR3) Initial Planning Workshop was held in Moorefield in December, 2014. Representatives of all of the Counties of WVHSR3 were in attendance. Additional planning meetings are upcoming.

WV Hospital Association, Regions 8 & 9 After Action Meeting.....January 20, 2015 in Hampshire Co.

WV Homeland Security Region III Tabletop Exercise.....To Be Announced

WV Homeland Security Region III Functional Exercise.....To Be Announced

Jefferson County LEPC Tabletop Exercise.....To Be Announced

WV Homeland Security Region III Full Scale Exercise.....September 19, 2015 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.

WV Homeland Security Region 3 Improvement Planning Workshop ..To Be Announced.

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, 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 2nd Wednesday of the at 0830 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 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. 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**

28 Industrial Blvd., Suite 101
Kearneysville, WV 25430

Barbara Miller, Director
Phone: 304-728-3290
E-mail: bmill@jeffersoncountywv.org

Jessica Owens
Dep. Director, Planner and Program Manager
Phone 304-728-3329
Email: jowens@jeffersoncountywv.org

Brandon Vallee, Administrative Assistant,
Public Information Officer and Volunteer
Coordinator
Phone 304-724-8914
Email: 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, 2015

- 1 *Holiday, Office is Closed*
- 5 *Credentialing and credentialing activations for Law Enforcement continues @ Jefferson County Maintenance Department. You must have received your email and make an appointment.*
- 6 *JCHSEM Steering Committee Meeting at 0900 at the Jefferson County EOC.*
- 9 *Eastern Panhandle Emergency Managers Meeting in Morgan County.*
- 13 *Media Day, 1000 at the Jefferson County EOC for media and public information officers*
- 13 *Counter Terrorism Committee meeting at 1400 at the Jefferson County EOC.*
- 15 *AMTRAK Training at Jefferson Co. Maintenance Department Meeting Room; Noon-1600 or 1700-2100. You must pre-register to attend. See page 2 for how to register.*
- 19 *Martin Luther King Holiday, Office is Closed.*
- 20 *WV Hospital Association, Regions 8 & 9 After Action Meeting @ Hampshire Memorial Hospital 1000-1500.*
- 21 *Jefferson County LEPC Mass Fatalities Conference Planning Committee meeting at Ranson Police Department at noon. If attending, bring your own lunch.*
- 30 *JCHSEM Annual Partnership Meeting at Noon at the Epic Buffet at Hollywood Casino at Charles Town Races. You must pre-register to attend. Please see page 1 for how to register!*

Please mark your calendars for October 27-28, 2015 for the Jefferson County LEPC's Mass Fatalities Conference at The Clarion Hotel and Conference Center in Shepherdstown! Watch for more information in the coming months!!